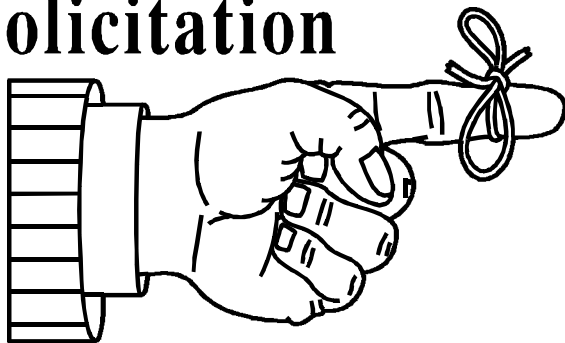


# Notice Concerning Solicitation



OF-17 (OCT. 83)

FAR (48 CFR 53.214(g))

## IMPORTANT—NOTICE TO BIDDER

On the envelope submitting your bid, it is imperative:

1. That your name and address appear in the UPPER left corner.
2. That the bottom portion of this label be filled in and pasted on the LOWER left corner.

5017-103

|                 |
|-----------------|
| INVITATION NO.  |
| DATE OF OPENING |
| TIME OF OPENING |
| A.M. P.M.       |
| BID FOR         |

**SOLICITATION: GS-10P-99-LSC-0067**

**SERVICE: APPRAISAL SERVICES**

**LOCATION: VARIOUS LOCATIONS IN ALASKA, IDAHO, OREGON, & WASHINGTON**

**PERIOD OF PERFORMANCE: SEPTEMBER 1, 1999 THROUGH AUGUST 31, 1999 WITH 4 ONE YEAR OPTION**

**SOLICITATION ISSUE DATE: JULY 9, 1999**

**PROPOSAL DUE DATE/TIME: AUGUST 9, 1999 AT 4:00 PM**

A Pre-proposal conference will be conducted for the Anchorage Location on 7/13/99, at 2:30 PM, in Room 209 at the Federal Building, 222 W. 7<sup>th</sup> Avenue, Anchorage, AK. Meetings will be held at the following locations on the adjoining dates, please call Ken Smith at (253) 931-7615 for exact times and locations (Boise – 7/26/99, Portland – 7/21/99 and Seattle – 7/26/99.)

### **THIS PROCUREMENT IS A TOTAL SMALL BUSINESS SET-ASIDE**

**NOTE: ANY QUESTIONS REGARDING THIS SOLICITATION MAY BE DIRECTED TO:**

GENERAL SERVICES ADMINISTRATION  
Facility Operations (Procurement), 10PMM  
400 - 15TH STREET S.W.  
AUBURN, WA 98001-6599  
ATTENTION: TAMRA A. STRAESSLE  
(253) 931-7370

GSAR 515.406-1: UNIFORM CONTRACT ACT

The information collection requirements contained in this solicitation/contract, that are not required by regulation, have been approved by the Office of Management and Budget pursuant to the Paperwork Reduction Act and assigned OMB Control No. 3090-0163.

GSA's hours of operation are 8:00 am to 4:30 pm. Requests for preaward debriefings postmarked or otherwise submitted after 4:30 p.m. will be considered submitted the following business day. Requests for postaward debriefings delivered after 4:30 p.m. will be considered received and filed the following business day.

This solicitation and any documents related to this procurement will be available on the Internet. All contractors downloading the solicitation shall notify this office in writing (either by electronic mail or facsimile) in order to be placed on the plan holders' list. Contractors are responsible for downloading their own copy of the solicitation and amendments, if any. These documents will be in .pdf format and will reside on a World Wide Web (WWW) server, which may be accessed using a WWW browser application. The WWW address of the General Services Administration page is <http://www.eps.gov>. It is the contractor's responsibility to monitor this site for the release of the solicitation and amendments, if any. Contractors may register for electronic notification of postings to the site.

# TABLE OF CONTENTS

| PART       | TITLE  | PAGES |
|------------|--|-------|
| <b>I</b>   | <b>Standard Form 1449 (SF 1449)- Solicitation/Contract/Order for Commercial Items</b>  | 4     |
|            | Addendum to SF 1449  | 5-6   |
|            | 1. Remittance Address – Block 18B of SF 1449<br>Schedule of Supplies/Services – Block 19-22 of SF 1449   |       |
|            | 2. Offer for Basic Services  |       |
|            | 3. Estimated Number of Days to be Ordered  |       |
|            | 4. Note to Offerors  |       |
|            | 5. Option to Extend the Term of the Contract   |       |
|            | 6. Preproposal conference  |       |
|            | 7. Offer   |       |
|            | Item 1A through 1AD – Proposal for Alaska  | 7-11  |
|            | Item 2A through 2AD – Proposal for Idaho   | 12-16 |
|            | Item 3A through 3AD – Proposal for Oregon  | 17-21 |
|            | Item 4A through 4AD – Proposal for Washington  | 22-26 |
| <b>II</b>  | <b>Contract Clauses</b>  |       |
|            | 52.252-2 Clauses Incorporated by Reference   | 27    |
|            | 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders -- Commercial Items  | 27-29 |
|            | 552.212-71 Contract Terms and Conditions Applicable to GSA Acquisitions of Commercial Items  | 29    |
|            | Addendum to FAR 52.212-4, 52.212-5 & 552.212-71  | 30    |
|            | Addendum clauses/Provisions Incorporated in Full Text  | 30-33 |
|            | <ul style="list-style-type: none"> <li>• Type of Contract</li> <li>• Payment of Postage, Fees and Marking</li> <li>• The role of Government Personnel and Responsibility for Contract Administration</li> <li>• Deliverables and Times</li> <li>• FAR 52.211-11 – Liquidated Damages – Supplies, Services or Research and Development</li> <li>• Quantities and Conditions of Work</li> <li>• Amendments and Changes</li> <li>• Execution</li> <li>• Ordering</li> <li>• Indefinite Quantity</li> <li>• Non-Submission of Required Submittals</li> <li>• Insurance Requirements</li> </ul> |       |
| <b>III</b> | <b>Contract Documents and Exhibits</b>   |       |
|            | General Contract Requirements  | 34-42 |
|            | 1. Description of Services   |       |
|            | 2. Schedule of Service Types and Definitions   |       |
|            | 3. Definitions   |       |
|            | 4. Service Type 1 – Fair Market Value Assignments  |       |
|            | 5. Service Type 2 – Fair Annual Rental Assignments, 1241-B Format (Limited Report)   |       |
|            | 6. Service Type 3 – GSA Form 3305, Fair Annual Rental Form, GSA Form 3357, Parking Form (Limited Form Appraisal)   |       |
|            | 7. Service Type 4 – Preparation, Deposition and Court Testimony  |       |
|            | 8. Service Type 5 – Market Analysis & Consultation Services  |       |
|            | 9. Qualifications of Personnel   |       |
|            | Special Contract Requirements  |       |
|            | 1. Permits & Licenses  |       |
|            | 2. Identification/Building Pass  |       |

|           |   |       |
|-----------|---|-------|
| <b>IV</b> | <b>Instructions to Offerors, Evaluation Criteria, and Attachments</b> |       |
|           | Addendum to 52.212-1 Instructions of Offerors, Paragraph (b)          | 43-72 |
|           | 52.212-2 Evaluation—Commercial Items                                  |       |
|           | Experience and Past Performance                                       |       |
|           | Qualifications of Key Personnel                                       |       |
|           | Management and Technical Approach                                     |       |
|           | Price   |       |
|           | Attachment 1 – Request for Clarification of Solicitation Documents    |       |
|           | Attachment 2 – Questionnaire  |       |
|           | Attachment 3 – Budest 2000  |       |
| <b>V</b>  | <b>REPRESENTATIONS &amp; CERTIFICATIONS</b>                           |       |
|           | 52.212-3 Offeror Representations and Certifications—Commercial Items  | 73-78 |

|  |  |                                      |  |                  |  |   |           |   |                  |                                 |  |
|--|--|--------------------------------------|--|------------------|--|---|-----------|---|------------------|---------------------------------|--|
| <b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b>  |  |                                      |  |                  | 1. REQUISITION NUMBER<br><b>XXXX10-PMMXX-99-0058</b> |   | PAGE 1 OF |   |                  |                                 |  |
| <i>OFFEROR TO COMPLETE BLOCKS 12, 17, &amp; 30</i>   |  |                                      |  |                  |  |   |           |   |                  |                                 |  |
| 2. CONTRACT NO.  |  | 3. AWARD/EFFECTIVE DATE              |  | 4. ORDER NUMBER  |  | 5. SOLICITATION NUMBER<br><b>GS-10P-99-LSC-0067</b>   |           | 6. SOLICITATION ISSUE DATE<br><b>7/9/99</b>   |                  |                                 |  |
| 7. <b>FOR SOLICITATION INFORMATION CALL →</b>  |  | a. NAME<br><b>TAMRA A. STRAESSLE</b> |  |                  |  | b. TELEPHONE NUMBER <i>(No collect calls)</i><br><b>(253) 931-7370</b>  |           | 8. OFFER DUE DATE: <b>8/9/99</b><br>LOCAL TIME: <b>4:00 PM</b>  |                  |                                 |  |
| 9. ISSUED BY   |  | CODE                                 |  | <b>10PMM</b>     |  | 10. THIS ACQUISITION IS<br><br><input type="checkbox"/> UNRESTRICTED<br><input checked="" type="checkbox"/> SET ASIDE: 100 % FOR<br><input checked="" type="checkbox"/> SMALL BUSINESS<br><br><input type="checkbox"/> SMALL DISADV. BUSINESS<br><input type="checkbox"/> 8 (A)<br><br>SIC <b>6531</b><br><br>SIZE STANDARD 1.5 million as measured by total revenues |           | 11. DOMESTIC DELIVERY: FOB DESTINATION<br><br>INTERNATIONAL DELIVERY: FOB DESTINATION<br><br><input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)<br>13b. RATING<br><br>14. METHOD OF SOLICITATION<br><input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP |                  |                                 |  |
| 15. DELIVER TO   |  | CODE                                 |  |                  |  | 16. ADMINISTERED BY<br><b>GENERAL SERVICES ADMINISTRATION<br/>FACILITY OPERATIONS (PROCUREMENT)</b><br><b>400 15<sup>TH</sup> STREET SW (10PMM)</b><br><b>AUBURN, WA 98001</b>  |           | CODE<br><b>10PMM</b>  |                  |                                 |  |
| 17a. CONTRACTOR/ OFFEROR NAME AND ADDRESS  |  | CODE                                 |  | FACILITY CODE    |  | 18a. PAYMENT WILL BE MADE BY<br><b>GSA, FINANCE DIVISION, 7BCPL</b><br><b>P.O. BOX 17181</b><br><b>FT. WORTH, TX 76102</b>  |           |   |                  |                                 |  |
| TELEPHONE NO.  |  | FAX NO.                              |  | DUNS             |  | 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM  |           |   |                  |                                 |  |
| <input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER   |  |                                      |  |                  |  |   |           |   |                  |                                 |  |
| 19. ITEM NO.   |  | 20. SCHEDULE OF SUPPLIES/SERVICES    |  |                  |  | 21. QUANTITY  |           | 22. UNIT  |                  |                                 |  |
|  |  |                                      |  |                  |  | 23. UNIT PRICE  |           | 24. AMOUNT  |                  |                                 |  |
| <b>Contractor shall furnish all aspects of appraisal services to achieve the quality performance standards in accordance with the terms and conditions of this contract.</b>   |  |                                      |  |                  |  |   |           |   |                  |                                 |  |
| (Attach Additional Sheets as Necessary) <span style="float: right;"><b>12 MO</b></span>  |  |                                      |  |                  |  |   |           |   |                  |                                 |  |
| 25. ACCOUNTING AND APPROPRIATION DATA  |  |                                      |  |                  |  | 26. TOTAL AWARD AMOUNT <i>(For Govt. Use Only)</i>  |           |   |                  |                                 |  |
| <input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.                                   |  |                                      |  |                  |  |   |           |   |                  |                                 |  |
| <input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.  |  |                                      |  |                  |  |   |           |   |                  |                                 |  |
| 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>3</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. |  |                                      |  |                  |  | 29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5) <input checked="" type="checkbox"/> INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: .  |           |   |                  |                                 |  |
| 30a. SIGNATURE OF OFFEROR/CONTRACTOR   |  |                                      |  |                  |  | 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  |           |   |                  |                                 |  |
| 30b. NAME AND TITLE OF SIGNER <i>(TYPE OR PRINT)</i>   |  |                                      |  | 30c. DATE SIGNED |  | 31b. NAME OF CONTRACTING OFFICER <i>(TYPE OR PRINT)</i>   |           |   | 31c. DATE SIGNED |                                 |  |
| 32a. QUANTITY IN COLUMN 21 HAS BEEN<br><input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT. EXCEPT AS NOTED  |  |                                      |  |                  |  | 33. SHIP NUMBER<br><div style="display: flex; justify-content: space-around;"><div>PARTIAL</div><div>FINAL</div></div>  |           | 34. VOUCHER NUMBER  |                  | 35. AMOUNT VERIFIED CORRECT FOR |  |
| 32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE  |  |                                      |  | 32c. DATE        |  | 36. PAYMENT<br><input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL  |           | 37. CHECK NUMBER  |                  |                                 |  |
| 41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT  |  |                                      |  |                  |  | 38. S/R ACCOUNT NUMBER  |           | 39. S/R VOUCHER NUMBER  |                  | 40. PAID BY                     |  |
| 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER   |  |                                      |  |                  |  | 41c. DATE   |           | 42a. RECEIVED BY <i>(Print)</i>   |                  |                                 |  |
|  |  |                                      |  |                  |  | 42b. RECEIVED AT <i>(Location)</i>  |           |   |                  |                                 |  |
|  |  |                                      |  |                  |  | 42c. DATE REC'D <i>(YY/MM/DD)</i>   |           | 42d. TOTAL CONTAINERS   |                  |                                 |  |

AUTHORIZED FOR LOCAL REPRODUCTION

SEE REVERSE FOR OMB CONTROL NUMBER AND PAPERWORK BURDEN STATEMENT

**STANDARD FORM 1449**

Prescribed by GSA - FAR (48 CFR

**ADDENDUM TO SF 1449****1. BLOCK 17b. REMITTANCE ADDRESS:**

If the remittance address is different than that shown in block 17a of the SF 1449, please insert the remittance address below.

---



---



---



---

**SCHEDULE OF SUPPLIES/SERVICES – BLOCKS 19-22 OF SF 1449****2. OFFER FOR BASIC SERVICES**

Services are for a 12-month base period, with 4 options for 12 month periods each, for a total possible 5 year contract period.

The offeror is requested to quote a **price per day** (as indicated) for furnishing all management, supervision, labor, materials and equipment and all administrative expense and overhead for the services as described herein. Travel expenses shall not be included in the price per day. Travel expenses will be negotiated as necessary per delivery order. Travel expenses will be based on Government travel allowances per the Federal Travel Register. The number of days allowed per each assignment will be negotiated at the time an order is placed. Travel expenses will not be allowed for any task or delivery order whose location is within a 50 mile radius of the Contractor's home office.

The offer sheets are broken down by geographic area. Please submit your offer based on the location in which the work will be performed. **NOTE: The contractor's firm must be physically located in the corresponding geographic area in which the services will be performed in order to be considered for award. Also, any offerors who currently have GSA contracts for Broker Services are ineligible for award of a contract because of conflict of interest issues.**

**3. ESTIMATED NUMBER OF DAYS TO BE ORDERED**

The estimated number of days to be ordered will be used for evaluation purposes only and are **not** a guarantee of the number of days to be ordered under this contract.

**4. NOTE TO OFFERORS:**

YOU MUST QUOTE A PRICE FOR THE INITIAL 12-MONTH PERIOD AS WELL AS FOR THE ADDITIONAL 12 MONTH OPTION PERIODS IN ORDER TO BE CONSIDERED FOR AWARD. FAILURE TO PRICE ALL FOUR PERIODS WILL RESULT IN YOUR PROPOSAL BEING REJECTED. YOU MUST INDICATE IN THE SPACE PROVIDED AT THE BEGINNING OF PARAGRAPH 10, THE GEOGRAPHICAL AREA (AK, WA, OR, ID) IN WHICH YOU ARE SUBMITTING YOUR PROPOSAL.

**ALL QUANTITIES ARE ESTIMATED AND ARE LISTED FOR EVALUATION PURPOSES ONLY!**

**5. OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government shall have the unilateral option of extending the term of this contract for four (4) consecutive additional periods of twelve (12) months each. The same terms and conditions contained in this contract shall apply to each option exercised. The Contracting Officer shall exercise the option by providing written notification (mailed or otherwise furnished) to the Contractor at least thirty (30) days prior to the expiration of the contract. (See clause 52.217-9, Option to Extend the Term of Contract Services (MAR 89).

The exercise of the option(s) is a Government prerogative, not a contractual right on the part of the Contractor. If the Government exercises the option(s) within the prescribed time frames, the Contractor shall be bound to perform the services for the option period(s) or be subject to default provisions of this contract.

## **6. PRE-PROPOSAL CONFERENCE**

**A Pre-proposal conference will be conducted for the Anchorage Location on 7/13/99, at 2:30 PM, in Room 209 at the Federal Building, 222 W. 7<sup>th</sup> Avenue, Anchorage, AK. Meetings will be held at the following locations on the adjoining dates, please call Ken Smith at (253) 931-7615 for exact times and locations (Boise – 7/26/99, Portland – 7/21/99 and Seattle – 7/26/99.)**

## **7. OFFER**

See Part III – Contract Documents and Exhibits, General Contract Requirements, paragraph 2, SCHEDULE OF SERVICE TYPE AND DEFINITIONS for definitions and examples of appraisal services.

**PLEASE COMPLETE AND RETURN YOUR OFFER USING THE BID SCHEDULE ON THE FOLLOWING PAGES.**

GEOGRAPHIC AREA: ALASKA

**BASE PERIOD – ALASKA**

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |   |              |         |         |
|-----|---|--------------|---------|---------|
| 1A. | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____P/Day | 12 days | \$_____ |
|-----|---|--------------|---------|---------|

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |  |              |        |         |
|-----|--|--------------|--------|---------|
| 1B. | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____P/Day | 6 days | \$_____ |
|-----|--|--------------|--------|---------|

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |   |              |               |         |
|-----|---|--------------|---------------|---------|
| 1C. | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____P/Day | 6 days/report | \$_____ |
|-----|---|--------------|---------------|---------|

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |                                    |              |       |         |
|-----|------------------------------------|--------------|-------|---------|
| 1D. | <b>SERVICE TYPE 4</b> –Preparation | \$_____P/Day | 1 day | \$_____ |
|-----|------------------------------------|--------------|-------|---------|

|     |  |              |       |         |
|-----|--|--------------|-------|---------|
| 1E. | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____P/Day | 1 day | \$_____ |
|-----|--|--------------|-------|---------|

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |   |              |       |         |
|-----|---|--------------|-------|---------|
| 1F. | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____P/Day | 1 day | \$_____ |
|-----|---|--------------|-------|---------|

GEOGRAPHIC AREA: ALASKA

**OPTION I – ALASKA**

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 1G.      | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days            | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 1H.      | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days             | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 1I.      | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report      | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 1J.      | <b>SERVICE TYPE 4</b> –Preparation                 | \$_____ P/Day | 1 day              | \$_____     |
| 1K.      | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day              | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 1L.      | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day              | \$_____     |



GEOGRAPHIC AREA: ALASKA

**OPTION II – ALASKA**

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 1M.      | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days            | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 1N.      | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days             | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 1O.      | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report      | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 1P.      | <b>SERVICE TYPE 4</b> –Preparation                 | \$_____ P/Day | 1 day              | \$_____     |
| 1Q.      | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day              | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 1R.      | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day              | \$_____     |

GEOGRAPHIC AREA: ALASKA

**OPTION III – ALASKA**

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 1S.      | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days            | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 1T.      | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days             | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 1U.      | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report      | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 1V.      | <b>SERVICE TYPE 4</b> –Preparation                 | \$_____ P/Day | 1 day              | \$_____     |
| 1W.      | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day              | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 1X.      | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day              | \$_____     |

GEOGRAPHIC AREA: ALASKA

**OPTION IV – ALASKA**

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 1Y.      | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days            | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 1Z.      | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days             | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 1AA.     | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report      | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 1AB.     | <b>SERVICE TYPE 4</b> –Preparation                 | \$_____ P/Day | 1 day              | \$_____     |
| 1AC.     | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day              | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 1AD.     | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day              | \$_____     |

GEOGRAPHIC AREA: IDAHO

**BASE PERIOD – IDAHO**

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |   |               |         |         |
|-----|---|---------------|---------|---------|
| 2A. | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days | \$_____ |
|-----|---|---------------|---------|---------|

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |  |               |        |         |
|-----|--|---------------|--------|---------|
| 2B. | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days | \$_____ |
|-----|--|---------------|--------|---------|

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |   |               |               |         |
|-----|---|---------------|---------------|---------|
| 2C. | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report | \$_____ |
|-----|---|---------------|---------------|---------|

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |                                    |               |       |         |
|-----|------------------------------------|---------------|-------|---------|
| 2D. | <b>SERVICE TYPE 4</b> –Preparation | \$_____ P/Day | 1 day | \$_____ |
|-----|------------------------------------|---------------|-------|---------|

|     |  |               |       |         |
|-----|--|---------------|-------|---------|
| 2E. | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day | \$_____ |
|-----|--|---------------|-------|---------|

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |   |               |       |         |
|-----|---|---------------|-------|---------|
| 2F. | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day | \$_____ |
|-----|---|---------------|-------|---------|

GEOGRAPHIC AREA: IDAHO

**OPTION I – IDAHO**

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 2G.      | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days            | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 2H.      | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days             | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 2I.      | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report      | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 2J.      | <b>SERVICE TYPE 4</b> –Preparation                 | \$_____ P/Day | 1 day              | \$_____     |
| 2K.      | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day              | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 2L.      | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day              | \$_____     |

GEOGRAPHIC AREA: IDAHO

**OPTION II – IDAHO**

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 2M.      | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days            | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 2N.      | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days             | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 2O.      | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report      | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 2P.      | <b>SERVICE TYPE 4</b> –Preparation                 | \$_____ P/Day | 1 day              | \$_____     |
| 2Q.      | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day              | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 2R.      | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day              | \$_____     |

GEOGRAPHIC AREA: IDAHO

**OPTION III – IDAHO**

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 2S.      | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days            | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 2T.      | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days             | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 2U.      | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report      | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 2V.      | <b>SERVICE TYPE 4</b> –Preparation                 | \$_____ P/Day | 1 day              | \$_____     |
| 2W.      | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day              | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 2X.      | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day              | \$_____     |

GEOGRAPHIC AREA: IDAHO

**OPTION IV – IDAHO**

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 2Y.      | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days            | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 2Z.      | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days             | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 2AA.     | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report      | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 2AB.     | <b>SERVICE TYPE 4</b> –Preparation                 | \$_____ P/Day | 1 day              | \$_____     |
| 2AC.     | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day              | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 2AD.     | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day              | \$_____     |



GEOGRAPHIC AREA: OREGON

**BASE PERIOD – OREGON**

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 3A.      | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days            | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 3B.      | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days             | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 3C.      | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report      | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 3D.      | <b>SERVICE TYPE 4</b> –Preparation                 | \$_____ P/Day | 1 day              | \$_____     |
| 3E.      | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day              | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 3F.      | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day              | \$_____     |

**GEOGRAPHIC AREA:** OREGON

**OPTION I – OREGON**

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 3G.      | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days            | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 3H.      | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days             | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 3I.      | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report      | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 3J.      | <b>SERVICE TYPE 4</b> –Preparation                 | \$_____ P/Day | 1 day              | \$_____     |
| 3K.      | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day              | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 3L.      | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day              | \$_____     |

GEOGRAPHIC AREA: OREGON

**OPTION II – OREGON**

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 3M.      | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days            | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 3N.      | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days             | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 3O.      | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report      | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 3P.      | <b>SERVICE TYPE 4</b> –Preparation                 | \$_____ P/Day | 1 day              | \$_____     |
| 3Q.      | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day              | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 3R.      | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day              | \$_____     |

GEOGRAPHIC AREA: OREGON

**OPTION III – OREGON**

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 3S.      | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days            | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 3T.      | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days             | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 3U.      | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report      | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 3V.      | <b>SERVICE TYPE 4</b> –Preparation                 | \$_____ P/Day | 1 day              | \$_____     |
| 3W.      | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day              | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 3X.      | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day              | \$_____     |

GEOGRAPHIC AREA: OREGON

**OPTION IV – OREGON**

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 3Y.      | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days            | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 3Z.      | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days             | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 3AA.     | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report      | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 3AB.     | <b>SERVICE TYPE 4</b> –Preparation                 | \$_____ P/Day | 1 day              | \$_____     |
| 3AC.     | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day              | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 3AD.     | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day              | \$_____     |

GEOGRAPHIC AREA: WASHINGTON

**BASE PERIOD – WASHINGTON**

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |   |               |         |         |
|-----|---|---------------|---------|---------|
| 4A. | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days | \$_____ |
|-----|---|---------------|---------|---------|

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |  |               |        |         |
|-----|--|---------------|--------|---------|
| 4B. | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days | \$_____ |
|-----|--|---------------|--------|---------|

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |   |               |               |         |
|-----|---|---------------|---------------|---------|
| 4C. | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report | \$_____ |
|-----|---|---------------|---------------|---------|

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |                                    |               |       |         |
|-----|------------------------------------|---------------|-------|---------|
| 4D. | <b>SERVICE TYPE 4</b> –Preparation | \$_____ P/Day | 1 day | \$_____ |
|-----|------------------------------------|---------------|-------|---------|

|     |  |               |       |         |
|-----|--|---------------|-------|---------|
| 4E. | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day | \$_____ |
|-----|--|---------------|-------|---------|

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |   |               |       |         |
|-----|---|---------------|-------|---------|
| 4F. | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day | \$_____ |
|-----|---|---------------|-------|---------|

GEOGRAPHIC AREA: WASHINGTON

**OPTION I – WASHINGTON**

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 4G.      | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days            | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 4H.      | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days             | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 4I.      | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report      | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 4J.      | <b>SERVICE TYPE 4</b> –Preparation                 | \$_____ P/Day | 1 day              | \$_____     |
| 4K.      | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day              | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 4L.      | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day              | \$_____     |

GEOGRAPHIC AREA: WASHINGTON

**OPTION II – WASHINGTON**

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |   |               |         |         |
|-----|---|---------------|---------|---------|
| 4M. | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days | \$_____ |
|-----|---|---------------|---------|---------|

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |  |               |        |         |
|-----|--|---------------|--------|---------|
| 4N. | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days | \$_____ |
|-----|--|---------------|--------|---------|

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |   |               |               |         |
|-----|---|---------------|---------------|---------|
| 4O. | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report | \$_____ |
|-----|---|---------------|---------------|---------|

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |                                    |               |       |         |
|-----|------------------------------------|---------------|-------|---------|
| 4P. | <b>SERVICE TYPE 4</b> –Preparation | \$_____ P/Day | 1 day | \$_____ |
|-----|------------------------------------|---------------|-------|---------|

|     |  |               |       |         |
|-----|--|---------------|-------|---------|
| 4Q. | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day | \$_____ |
|-----|--|---------------|-------|---------|

| ITEM NO. | DESCRIPTION | UNIT PRICE | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|-------------|------------|--------------------|-------------|
|----------|-------------|------------|--------------------|-------------|

|     |   |               |       |         |
|-----|---|---------------|-------|---------|
| 4R. | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day | \$_____ |
|-----|---|---------------|-------|---------|



GEOGRAPHIC AREA: WASHINGTON

**OPTION III – WASHINGTON**

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 4S.      | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days            | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 4T.      | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days             | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 4U.      | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report      | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 4V.      | <b>SERVICE TYPE 4</b> –Preparation                 | \$_____ P/Day | 1 day              | \$_____     |
| 4W.      | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day              | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 4X.      | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day              | \$_____     |

GEOGRAPHIC AREA: WASHINGTON

**OPTION IV – WASHINGTON**

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 4Y.      | <b>SERVICE TYPE 1</b> - 1241-A Format – Fair Market Value (Complete Appraisal in Self-Contained Format) | \$_____ P/Day | 12 days            | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 4Z.      | <b>SERVICE TYPE 2</b> -1241-B – Fair Annual Rental (Limited Report Format) | \$_____ P/Day | 6 days             | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 4AA.     | <b>SERVICE TYPE 3</b> –GSA Form 3305, Fair Annual Rental (Form Appraisal) and GSA Form 3357, Parking Report | \$_____ P/Day | 6 days/report      | \$_____     |

| ITEM NO. | DESCRIPTION  | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|--|---------------|--------------------|-------------|
| 4AB.     | <b>SERVICE TYPE 4</b> –Preparation                 | \$_____ P/Day | 1 day              | \$_____     |
| 4AC.     | <b>SERVICE TYPE 4</b> - Deposition/Court Testimony | \$_____ P/Day | 1 day              | \$_____     |

| ITEM NO. | DESCRIPTION   | UNIT PRICE    | ESTIMATED QUANTITY | TOTAL PRICE |
|----------|---|---------------|--------------------|-------------|
| 4AD.     | <b>SERVICE TYPE 5</b> – Market Analysis/Consultation Services | \$_____ P/Day | 1 day              | \$_____     |

## PART II – CONTRACT CLAUSES

### COMMERCIAL ITEMS CONTRACT CLAUSES INDEX (updated 5/99) (CLAUSES INCORPORATED BY REFERENCE)

#### 52.252-2 Clauses Incorporated by Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address: <http://www.arnet.gov/far>.

| <u>CLAUSE</u><br><u>NO.</u> | <u>48 CFR</u><br><u>REFERENCE</u> | <u>APPLICABLE CLAUSE TITLE</u>                          |
|-----------------------------|-----------------------------------|---|
| 1                           | 52.204-6                          | Data Universal Numbering System (DUNS) Number<br>(4/98) |

#### 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (MAY 1999)

(a) The Contractor agrees to comply with the following FAR clauses, which are incorporated in this contract by reference, to implement provisions of law or executive orders applicable to acquisitions of commercial items:

- (1) 52.222-3, Convict Labor (E.O. 11755); and
- (2) 52.233-3, Protest after Award (31 U.S.C 3553).

(b) The Contractor agrees to comply with the FAR clauses in this paragraph (b) which the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items or components:

(Contracting Officer shall check as appropriate.)

☒ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government, with Alternate I (41 U.S.C. 253g and 10 U.S.C. 2402).

☐ (2) 52.219-3, Notice of Total HUBZone Small Business Set-Aside (Jan 1999).

☐ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 1999) (if the offeror elects to waive the preference, it shall so indicate on its offer.)

☐ (4) 52.219-5, Very Small Business Set-Aside (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

☐ (ii) Alternate I to 52.219-5.

☐ (iii) Alternate II to 52.219-5.

☒ (5) 52.219-8, Utilization of Small Business Concerns (15 U.S.C. 637 (d)(2) and (3)).

☐ (6) 52.219-9, Small Business Subcontracting Plan (15 U.S.C. 637 (d)(4)).

☒ (7) 52.219-14, Limitation on Subcontracting (15 U.S.C. 637(a)(14)).

☐ (8)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

☐ (ii) Alternate I of 52.219-23.

☐ (9) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

☐ (10) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

- ☒ (11) 52.222-21, Prohibition of Segregated Facilities (Feb 1999)
- ☒ (12) 52.222-26, Equal Opportunity (E.O. 11246).
- ☒ (13) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212).
- ☒ (14) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793).
- ☒ (15) 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212).
- ☐ (16) 52.225-3, Buy American Act--Supplies (41 U.S.C. 10).
- ☐ (17) 52.225-9, Buy American Act--Trade Agreements Act--Balance of Payments Program (41 U.S.C. 10, 19 U.S.C. 2501-2582).
- ☐ (18) [Reserved]
- ☐ (19) 52.225-18, European Union Sanction for End Products (E.O. 12849).
- ☐ (20) 52.225-19, European Union Sanction for Services (E.O. 12849).
- ☐ (21)(i) 52.225-21, Buy American Act--North American Free Trade Agreement Implementation Act--Balance of Payments Program (41 U.S.C. 10, Pub. L. 103-187).
- ☐ (ii) Alternate I of 52.225-21.
- ☐ (22) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (31 U.S.C. 3332).
- ☒ (23) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (31 U.S.C. 3332).
- ☒ (24) 52.232-36, Payment by Third Party (31 U.S.C. 3332).
- ☐ (25) 52.239-1, Privacy or Security Safeguards (5 U.S.C. 552a).
- ☐ (26) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (46 U.S.C. 1241).
- (c) The Contractor agrees to comply with the FAR clauses in this paragraph (c), applicable to commercial services, which the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items or components:
- (Contracting Officer check as appropriate.)
- ☐ (1) 52.222-41, Service Contract Act of 1965, As Amended (41 U.S.C. 351, et seq.).
- ☐ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).
- ☐ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).
- ☐ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).
- ☐ (5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreement (CBA) (41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor agrees to comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or

partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) or (d) of this clause, the Contractor is not required to include any FAR clause, other than those listed below (and as may be required by an addenda to this paragraph to establish the reasonableness of prices under Part 15), in a subcontract for commercial items or commercial components--

(1) 52.222-26, Equal Opportunity (E.O. 11246);

(2) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212);

(3) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793); and

(4) 52.247-64, Preference for Privately-Owned U.S.- Flagged Commercial Vessels (46 U.S.C. 1241) (flow down not required for subcontracts awarded beginning May 1, 1996).

|  |
|--|
| <b>552.212-71 Contract Terms and Conditions Applicable to GSA Acquisition of Commercial Items (MAR 1998)</b> |
|--|

The Contractor agrees to comply with any provision or clause that is incorporated herein by reference to implement agency policy applicable to acquisition of commercial items or components. The provision or clause in effect based on the applicable regulation cited on the date the solicitation is issued applies unless otherwise stated herein. The following provisions and clauses are incorporated by reference:

|  |  |
|--|--|
| <input checked="" type="checkbox"/> 552.203-70 | Restriction on Advertising                               |
| <input type="checkbox"/> 552.211-73            | Marking  |
| <input type="checkbox"/> 552.215-70            | Examination of Records by GSA                            |
| <input type="checkbox"/> 552.215-72            | Price Adjustment—Failure to Provide Accurate Information |
| <input type="checkbox"/> 552.219-71            | Allocation of Orders—Partially Set-Aside Items           |
| <input checked="" type="checkbox"/> 552.228-75 | Workmen's Compensation                                   |
| <input checked="" type="checkbox"/> 552.229-70 | Federal, State and Local Taxes                           |
| <input type="checkbox"/> 552.232-8             | Discounts for Prompt Payment                             |
| <input type="checkbox"/> 552.232-23            | Assignment of Claims                                     |
| <input type="checkbox"/> 552.232-70            | Invoice Payments   |
| <input checked="" type="checkbox"/> 552.232-77 | Availability of Funds                                    |
| <input checked="" type="checkbox"/> 552.232-78 | Adjusting Payments                                       |
| <input checked="" type="checkbox"/> 552.232-79 | Final Payment  |
| <input checked="" type="checkbox"/> 552.237-70 | Qualifications of Offerors                               |
| <input checked="" type="checkbox"/> 552.237-71 | Qualifications of Employees                              |

## ADDENDUM TO FAR 52.212-4, 52.212-5 & 552.212-71

The Contractor agrees to comply with any provision or clause that is incorporated herein by reference to implement agency policy applicable to acquisition of commercial items or components. The date of the clause in the regulation that is applicable at the time the solicitation is issued applies unless otherwise stated. The following provisions and clauses are incorporated by reference:

|          |  |
|----------|--|
| 52.237-1 | Site Visit   |
| 52.237-2 | Protection of Government Buildings, Equipment and Vegetation |
| 52.228-5 | Insurance - Work on a Government Installation                |

### THE FOLLOWING ADDENDUM CLAUSES/PROVISIONS ARE INCORPORATED IN FULL:

- **TYPE OF CONTRACT:** The Government contemplates award of a firm-fixed-price, indefinite quantity, indefinite delivery contract for appraisal services resulting from this solicitation.

- **PAYMENT OF POSTAGE, FEES AND MARKING:** All postage and fees related to submitting information forms, reports, etc., to the Contracting Officer or the Contracting Officer's Representative (COR) shall be paid by the contractor. All information submitted to the Contracting Officer or the COR shall clearly indicate the Contract Number of the contract for which the information is being submitted.

- **THE ROLE OF GOVERNMENT PERSONNEL AND RESPONSIBILITY FOR CONTRACT ADMINISTRATION**

(a). **CONTRACTING OFFICER:** The Contracting Officer has the overall responsibility for the administration of this contract. He alone, without delegation, is authorized to take actions on behalf of the Government to amend, modify or deviate from the contract terms, conditions, requirements, specifications, details and/or delivery schedules. However, he may delegate certain other responsibilities to his authorized representatives.

(b). **CONTRACTING OFFICER'S REPRESENTATIVE**

Kenneth E. Smith  
General Services Administration, Portfolio Management Division (10PT)  
400 15<sup>th</sup> Street SW  
Auburn, WA 98001-6599

Telephone number (253) 931-7615

FAX number (253) 931-7251

The individual shown above is designated as the Contracting Officer's Representative to assist him in the discharge of his responsibilities when he is unable to be directly in touch with the contract work. The responsibilities of the Contracting Officer's Representative include, but are not limited to: determining the adequacy of performance by the contractor in accordance with the terms and conditions of this contract; acting as the Government's representative in charge of work at the site; ensuring compliance with contract requirements insofar as the work is concerned; and advising the Contracting Officer of any factors which may cause delay in performance of the work.

(c). **ORDERING OFFICIAL.** An official designated by the Contracting Officer to place individual orders under this contract. Designation of Ordering Officials will be accomplished after contract award and are not limited in total number. A list of authorized Ordering Officials will be provided to the contractor.

- **DELIVERABLES AND TIMES.** The contractor will be sent delivery orders completed on GSA Form 300, Order for Supplies Services. Service will be required by date specified in block 18 of the GSA Form 300. Upon receipt of the GSA Form 300, the Contractor will be given a minimum of five (5) business days to commence performance and shall be contractually obligated to provide complete services in accordance with the locations, dates, and times specified in the delivery order. Failure to provide the services within the time prescribed herein may result in daily liquidated damages, or termination of the contract for default. Official notification may be made orally and confirmed in writing by issuance of a delivery order. In the event an urgent need arises which provides the Contractor with less than the stated minimum

notification period the Government will so notify the Contractor and will request accelerated delivery. If the Contractor cannot meet the accelerated delivery schedule, the Government may obtain the services from another source.

a. Limit of Delivery Orders: No Delivery Order may be placed in effect after the term of this contract has expired, including extensions thereof, except to amend Delivery Orders that may still be in progress.

- **FAR 52.211-11 – LIQUIDATED DAMAGES – SUPPLIES, SERVICES OR RESEARCH AND DEVELOPMENT (APR 84)**

a. If the contractor fails to deliver the supplies or perform the services within the time specified in this contract, or any extension, the Contractor shall, in place of actual damages, pay the Government as fixed, agreed, and liquidated damages, for each calendar day of delay, the sum of \$\_\_\_\_\_ (amount to be determined at the time an order is placed, typically \$50.00 to \$200.00 per day depending on the size of the order).

b. Alternatively, if delivery or performance is so delayed, the Government may terminate the contract in whole or in part under the Default – Fixed Price Supply and Services clause in this contract and in that event, the contractor shall be liable for fixed, agreed and liquidated damages accruing until the time the Government may reasonably obtain delivery or performance of similar supplies or services. The liquidated damages shall be in addition to excess costs under the Termination clause.

c. The contractor shall not be charged with liquidated damages when the delay in delivery or performance arises out of causes beyond the control and without the fault or negligence of the contractor as defined in the Default-Fixed Price Supply and Service Clause in this contract.

- **QUANTITIES AND CONDITIONS OF WORK**

a. No Guarantee of Estimated Quantity of Work: Except as provided herein, the contractor is obligated to deliver hereunder services that are ordered from time to time through individual Delivery Orders. Any services specified herein, or in any related Delivery Order of this contract, are to be considered estimated quantities only for the purpose of describing the general nature of work contemplated. No guarantee is provided or implied by the Government in any way that said services will, in fact, be ordered, except as stipulated below.

b. Guaranteed Minimum: The Government shall order at least 4 days in services during each year of this contract.

c. Maximum Total Contract Amount: The maximum number of hours is 35 days in services during each year of this contract.

d. Work by Others: The Government reserves the right to undertake by another contract, by Government employees, or by other means, the same type or similar work as contracted for herein and to do so shall not be a violation of the terms of this contract, nor be considered as a termination in whole or in part of work contracted for hereunder.

- **AMENDMENTS AND CHANGES:** Delivery Orders may be adjusted by the Contracting Officer (CO) by issuing written modifications. The modification shall be as negotiated and agreed with the Contractor. Changes to terms and conditions of the basic contract shall be made in accordance with the Changes Clause of General Provisions. Contract changes shall be made by the CO on an executed Standard Form 30.

- **EXECUTION:** All Delivery Orders must be properly executed and signed by the Government prior to commencement of the work being provided.

- **ORDERING**

a. Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the Contracting Officer or Ordering Official. A list of Contracting Officers and others who are Designated Ordering Officials under this contract will be provided to the contractor by separate letter. Ordering Officials may be added or deleted as personnel changes necessitate. Such orders may be issued from contract start date through one year thereafter including options if exercised.

b. All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

c. If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

NOTE: Work may be ordered and paid through certified invoice procedures, if the order is less than \$2,500.00.

• **INDEFINITE QUANTITY**

a. This is an indefinite quantity contract for the supplies for services specified, and effective for the period stated in the schedule. The quantities of supplies and services specified in the schedule are estimates only and are not purchased by this contract.

b. Delivery or performance shall be made only as authorized by orders issued in accordance with the ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the schedule up to including the quantity designated in the schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the schedule as the "minimum".

c. Except for any limitations on quantities in the **Order Limitations** clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

d. Any order issued during the effective period of this contract and not completed within that period shall be completed by the contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the orders were completed during the contract's effective period, provided, that the contractor shall not be required to make any deliveries under this contract after 20 days after the expiration of this contract.

NOTE: THE ABOVE CLAUSES REFLECT DELIVERIES AND AUTHORITY TO PLACE ORDERS THROUGH THE INITIAL YEAR OF THE CONTRACT. IN THE EVENT THAT THE GOVERNMENT EXERCISES ITS RIGHT TO RENEW SERVICE, THE ABOVE CLAUSES MAY BE MODIFIED TO REFLECT THE DATES WHICH CORRESPOND TO THE EXTENDED PERIOD (I.E, OPTION I, OPTION II, ETC.). THE ABOVE FIGURES WILL REMAIN THE SAME FOR OPTION YEAR PERIODS IF NO MODIFICATION IS MADE.

• **NON-SUBMISSION OF REQUIRED SUBMITTALS**

If the contractor fails to submit acceptable schedules and other submittals as required by this contract, by the contract performance date, or by any extension approved by the Contracting Officer or his approved representative, all payments will be withheld until the items are received and approved by the Government.

• **INSURANCE REQUIREMENTS.** Evidence of insurance is to be provided to the address below before notice to proceed on contract can be issued:

General Services Administration  
Facility Operations (Procurement), 10PMM  
400 15th Street SW  
Auburn, WA 98001-6599

**A. Worker's Compensation and Employer's Liability:**

(1) The Contractor is required to comply with applicable Federal and State Worker's compensation and occupational disease statutes; however, notwithstanding the permissibility of deductibles under those statutes, occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy. Employer's liability coverage of at least \$100,000 each accident shall be required except in states with exclusive or monopolistic funds that do not permit worker's compensation to be written by private carriers.



(2) Even though the laws of a State might allow a contractor to be a non-subscriber to worker's compensation, the contractor is required to carry and maintain worker's compensation insurance (without any deductibles) and employer's liability insurance. If occupational diseases are not covered under the worker's compensation policy, it shall be covered under the employer's liability section of the insurance policy.

Employer's liability insurance coverage shall be as specified in paragraph A above.

**B. General Liability Insurance:**

General Liability insurance coverage written on the comprehensive form of policy, is required in the amount of \$500,000 per occurrence for bodily injury, \$50,000 per occurrence for property damage.

## **PART III - CONTRACT DOCUMENTS AND EXHIBITS**

### **GENERAL CONTRACT REQUIREMENTS**

#### **1. DESCRIPTION OF SERVICES**

The Contractor shall provide all necessary management, supervision, manpower, materials, supplies, and equipment, and shall plan, schedule, coordinate and assure effective performance of all services described herein. The Contractor will be required to perform appraisals, and consultations involving Federally-owned real property within the delineated geographic area in accordance with the requirements of this solicitation.

The Government will award an appraisal contract for each of the following geographic areas:

- |        |                     |
|--------|---------------------|
| Area 1 | State of Alaska     |
| Area 2 | State of Washington |
| Area 3 | State of Oregon.    |
| Area 4 | State of Idaho.     |

The Government is not obligated to use this contract when GSA:

1. Has or intends to use Government in-house capabilities, or
2. Has contracts existing at the time this contract is awarded. These contracts will continue to be in effect until their expiration, or
3. In the case of public exigencies as defined by the Contracting Officer, or
4. Has urgent requirements which call for shorter delivery times than specified in the Time of Delivery clause. The Government shall request accelerated delivery from the successful Contractor prior to obtaining services from another source, or
5. When GSA has delegated the authority to an agency to acquire their own Services/Supplies.

#### **2. SCHEDULE OF SERVICE TYPE AND DEFINITIONS**

#### **3. DEFINITIONS**

Definitions pertinent to the assignment are included below and associated attachments. Real estate appraisal definitions contained herein are considered to be analogous to definitions found in The Dictionary of Real Estate Appraisal and/or the Uniform Standards of Professional Appraisal Practice (USPAP).

**The following information is listed as examples of what the Government expects for appraisal services. A specific statement of work will accompany each task or delivery order as an attachment to the GSA Form 300.**

#### **4. SERVICE TYPE 1: FAIR MARKET VALUE ASSIGNMENTS**

The General Services Administration (GSA) has a need for an independent contract appraiser to appraise the Fair Market Value (FMV) of properties located within the geographic region delineated by this contract. The General Services Administration (GSA) may request an appraisal of the Fair Market Value of a property for a variety of reasons. The Fair Market Value may be requested for the purpose of valuing of the federal inventory for investment analysis, condemnation actions, or disposal actions.

The purpose of the appraisal is always to estimate the Fair Market Value (FMV) of the subject property. The function of this type appraisal is to assist GSA in maintaining the federal inventory.

The Contractor shall provide an estimate of the Fair Market Value of the subject property requested. At the time of the request the Government will identify the function and intent of the report along with a scope of the proposed assignment. The appraisal will be used to assist the General Services Administration (GSA) in valuing the subject property for direct purchase, sale, exchange, or valuing the asset held in inventory. The property shall be appraised inclusive of all improvements, unless otherwise requested.

The Contractor shall make a detailed field inspection and identification of the various aspects of the property and shall make such investigations and studies as are appropriate and necessary to enable the Contractor to derive sound value conclusions and to prepare the appraisal report to be furnished under this contract.

Upon completion of the inspections, investigations, and studies, the Contractor shall prepare, furnish, and deliver to the Government an appraisal report (Complete Appraisal in Self Contained Format) in four (4) copies covering each parcel and property improvements appraised.

The report shall, in form and substance, conform to the USPAP and with the Uniform Appraisal Standards for Federal Land Acquisitions, (USFLA); shall present adequate factual data to support each rate, percentage, or amount used in sufficient detail to permit an intelligent review; and shall, among other things, include the items set forth in this contract. The appraisal value certification shall also be stated in accordance with the USFLA

##### Property Rights to be Appraised

The property is to be appraised in fee simple, subject to existing easements. The purpose of the appraisal is to estimate the Fair Market Value of the fee interest, subject to existing easements. The appraisal shall be based on the property's Highest and Best Use.

##### Definitions Pertinent to the Assignment

Highest and Best Use - Highest and Best Use is defined as the most profitable likely use, within the realm of reasonable probability, to which a property can be put or adapted, and for which there is a current market. This shall be stated in terms of USFLA.

Fair Market Value - The most probable price in terms of money which a property should bring in the competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably, and assuming the price is not affected by undue stimulus. . This shall be stated in terms of the USFLA.

##### Date of Valuation

The date of valuation shall be within 30 days of the date of delivery of the appraisal report and shall be the last day of inspection by the appraiser.

## Report Format

A complete appraisal in self-contained report format which considers all three approaches to value. The appraisal report must be submitted in narrative format in accordance with the outline shown on the attached GSA Form 1241-A. All photographs of the subject and comparables shall be original. Digital photographs are acceptable.

All appraisal reports must be submitted in a format which conforms to (USPAP). Deviations from specifications may result in nonacceptance of report. The report will be reviewed by a professional appraiser prior to acceptance.

## Special Requirements

Color photographs of the subject and the comparable properties and/or land sales must be included in all copies of the report. Digital photographs will be accepted.

The discussion of each comparable property is to include, in narrative format, the value that is indicated for the subject property, in addition to the overall indication in the summary.

The certification shall include a statement indicating the principal appraiser has personally inspected the property appraised and all the comparable properties used in arriving at the estimate of value.

## Government Furnished Data

The following data will be provided for each assignment where available:

- a. Legal Description
- b. Site Illustrations
- c. Phase I Environmental Site Assessment (ESA)
- d. Right of Entry / GSA Authorization Letter

## **5. SERVICE TYPE 2: FAIR ANNUAL RENTAL ASSIGNMENTS, 1241-B Format** (Limited Report)

GSA has a need for an independent contract appraiser to appraise the Fair Market Rental Value (a limited appraisal) of properties located within the geographic region delineated by this contract. GSA receives lease proposals in response to solicitations for available space. The proposed offers are screened for the most advantageous proposal to the government. The proposed lease market rate is then appraised for justification of the proposed rental rate as compared to market rates. The Solicitation for Offers details all requirements of the proposed lease. The lessor is normally to provide the space fully serviced to which standard GSA escalation provisions will apply. Ad valorem tax increases are passed through to the Government on that portion occupied by the Government. The purpose of the appraisal is to estimate the Fair Annual Rental (FAR) of the subject space in each of the offered buildings. The function of this type appraisal is to assist GSA in negotiating a long term lease commitment for the space based upon the GSA terms and conditions outlined in the GSA provided specifications.

**Fair Annual Rental** is defined as the annual monetary amount reasonably expected or the right to the agreed use of real and related personal property as established by competition in the rental market. If market information is unavailable, it is the annual amount that will amortize the value of the remaining capital investment plus a fair rate of interest return during the remaining useful life of the rented property plus applicable services as defined in the solicitation.

### Scope of Work

The Contractor shall provide an estimate of the fully serviced Fair Annual Rental for the indicated BOMA Rentable square feet of office and special use space as described in the General Services Administration lease Solicitation for Offers. On-site parking is to be included in the rental consideration based upon the requirements in the solicitation or local code requirements which ever is greater.

The occupant agency will make a one-time "lump-sum" payment to the lessor for certain specified tenant items described in the GSA Solicitation for Offers. The Fair Annual Rental to be estimated in the appraisal report, however, is to reflect the total cost of tenant space preparation required by the lessor to prepare the subject space for use by the Government. GSA will deduct the cost of any proposed one-time "lump-sum" payments made to the lessor from the total Fair Annual Rental provided in the appraisal report once these costs are known to GSA.

The costs of services and utilities shall be estimated and itemized separately based upon similar expenses of comparable properties in the market, and with consideration given to the operating expense statement, GSA Form 1217, furnished to GSA by the offeror. The itemized estimate of the variable expenses is required in order to establish the base cost of services and utilities for future escalation paid by GSA beginning the second year of the lease and paid each year thereafter (based upon the percent change in the Consumer Price Index). Only the service and utility portion of the total rental is escalated by GSA. In addition, individually itemized cost estimates are required for taxes, insurance, management, and reserves. The tax and insurance estimates will be utilized to establish the base rate for payment of future increased costs that will be directly passed to the government.

The Contractor shall make a detailed field inspection and identification of the various items of each property and shall make such investigations and studies as are appropriate and necessary to enable the Contractor to derive sound value conclusions and to prepare the appraisal report to be furnished under this contract. **A minimum of three comparable rentals SHALL BE UTILIZED.** The comparable rentals shall be indeed comparable to the subject property. They shall be analyzed for important variables, which shall include, but is not limited to; size, location, building age/condition/quality, method of measurement, lease term, time or market conditions, services, parking, and interior finish. A separate rental data sheet for each comparable must be included in the report. Included with each building data comparable write-up will be rates for roof-top wireless telecommunication use (antenna/satellite dish or other) by both building occupants and other roof-top users. If office rent rate includes unlimited use of the roof top with power available, specify this in the data write-up.

Building comparable write-ups may be re-verified for accuracy of the load factor per ANSI-BOMA Standard of rentable and usable square footage.

In addition, the appraiser shall be responsible for developing an estimate of the lessor's cost for initial alterations. A comparable Rental Adjustment Grid, along with a narrative discussion of the adjustments, shall be furnished.

Expenses shall be reasonable and supported and may be estimated based on comparable market data or published sources such as the BOMA Experience Exchange Report. The expenses shall reflect the full level of services required by GSA. The expenses should be itemized into Operating Expenses and Fixed Expenses. The expenses shall be expressed in terms of costs per BOMA Occupiable Square Feet. Vacancy rates shall be reasonable and supported. See BudEst 2001 for further instructions.

Upon completion of the inspections, investigations, and studies, the Contractor shall prepare, furnish, and deliver to the Government a Fair Annual Rental appraisal report, in four (4) copies, for each of the properties requested. The reports shall, in form and substance, conform to the USPAP; shall present adequate factual data to support each rate, percentage, or amount used in sufficient detail to permit an intelligent review of the report; shall relate his/her conclusions to those facts; and shall, among other things, include the items set forth in this specification.

#### Date of Valuation

The date of valuation shall be within 30 days of the date of delivery of the appraisal report and shall be the last day of inspection by the appraiser.

#### Report Format

The appraisal report must be submitted in the format described on the attached "1241-B Appraisal Report Format". Deviations from the specifications as outlined may result in nonacceptance of the report.

#### Government Furnished Data

**The following data will be provided for each assignment where available:**

The Government will furnish the contractor with a complete GSA Form 66-A (Request for Valuation Services), completed GSA Form 1217 (Lessor's Annual Cost Statement if available, narrative descriptions, financing information, etc. as may be pertinent and available.

If requested, the Government will also furnish examples of acceptable 1241-B Limited Appraisal Reports prepared for GSA.

#### **1241-B FORMAT FAIR ANNUAL RENTAL APPRAISAL REPORT FORMAT**

1. Title Page (Cover)
2. Table of Contents
3. Summary of Conclusions (Date of Appraisal, Fair Annual Rent - Fully Serviced)
4. Photograph(s) of subject property
5. Purpose of the Appraisal (Identification of Property, Definition of Fair Annual Rental, Lease Terms, Services Furnished, Special Features, etc.)
6. Assumptions and Limiting Conditions
7. Area and City Data
8. Neighborhood Data
9. Description of Subject Property (space to be leased)

10. Real Estate Assessment and Annual Taxes
11. Justification of Fair Annual Rental Estimate by the
  - a. Income Approach (give an analysis of at least 3 to 4 rental comparables relating each to the subject; specify type of floor area measurement used in comparison.) **and/or** the
  - b. Cost Approach (derive land and building value, determine a reasonable return on and of the land and improvements, plus operating expenses)
12. Certification of Value Estimate for Fair Annual Rental, Date and Signature
13. Exhibits (City or Area Map, Comparable Data Maps), Plot Plan, Floor Plans, Photographs of Comparable Rentals and/or Sales, Applicable Specifications, etc.)

## **6. SERVICE TYPE 3: GSA FORM 3305, FAIR ANNUAL RENTAL FORM , GSA FORM 3357, PARKING FORM (Limited Form Appraisal)**

Attachment 3 – INSTRUCTIONS FOR COMPLETING GSA FORM 3305 – APPRAISAL OF FAIR ANNUAL RENTAL RATE, illustrates the 2000-2001 scope of work required for the completion of the Fair Annual Rental Form Reports. Each report is bound separately and delivered to GSA in two copies. GSA will order these reports on an as needed basis. Instruction for completion are subject to change at the date the delivery/task order is issued

## **7. SERVICE TYPE 4: PREPARATION, DEPOSITION AND COURT TESTIMONY**

Assignments based upon court testimony shall include: researching prior assignments, trial preparation, discussions with government legal counsel, and court appearances. Court appearances may be required in connection with the prior preparation of an appraisal for the government, or expert testimony may be requested on the basis of the contractor's professional knowledge of the local real estate market. Partial days will be calculated based upon the contractor's daily rate and prorated over an eight-hour day.

## **8. SERVICE TYPE 5: MARKET ANALYSIS & CONSULTATION SERVICES**

Supporting documentation is required to support the rental range for various future projects proposed for development. The feasibility analysis shall include:

- A discussion of the past and future economic development of the local community. A general area economic analysis is included to provide support for national, state, and local economic trends.
- The Contractor shall make a detailed market survey of existing improved properties to assess their potential for accommodating current government space requirements. The survey shall include all building details in comparable format (i.e., name, address, size, available space, etc.). The Contractor shall present a detailed field inspection and identification of the various items of each property, and shall make such investigations and studies as are appropriate and necessary to enable the Contractor to derive sound value conclusions as to the estimated rental necessary to adapt the property to the specific requirements. In addition, the rental estimate shall include a discussion of GSA lease terms as they apply to the rental estimate. The Contractor shall identify all office properties exceeding 100,000 Usable square feet in market survey format and discuss the range in market indicators, such as; rental ranges, vacancy levels, and classes of space.

- The contractor may also be asked to make a detailed market survey of vacant and available land within the delineated area to assess the potential for new construction to meet the current space requirements. The Contractor shall present a detailed field inspection and identification of the various items of each property. Location, description of site characteristics, and land values of potential sites shall be stated for each property surveyed. In addition, the Contractor may be required to estimate the feasibility rental rate, fully serviced, associated with the general land cost estimates and government construction estimates. Upon completion of the inspections, investigations and studies, the Contractor shall prepare, furnish and deliver to the Government a Feasibility Analysis report, in four (4) copies.

Specific items of interest are listed below:

- Specific area of consideration.
- Percentage of vacant space for lease by building type and class.
- Overall vacancy downtown versus suburban vacancy rates.
- Supply of Class A, B, & C space available.
- Average Office Rent “as-is” by type and building class.
- Estimated Average Office Rent for new construction.
- Typical Office Services and Utilities
- Typical Office Taxes and Insurance
- Average land value (range) downtown, suburban, and other delineated areas

## 9. Qualifications of Personnel

The certification shall include a statement indicating that the principal appraiser has personally inspected the property appraised and all comparable properties used in arriving at the estimate of value. The contractor shall name this principal appraiser with their proposal submission. No one except the person named in the proposal may sign as principal appraiser without written permission from the Contracting Officer of GSA.

The Contractor shall utilize the **personnel named in the proposal** to perform the services required under this contract. **No** substitutions shall be made without prior written approval of the Contracting Officer or designated representative. In the event personnel named in the proposal are unable to perform, the Contractor shall promptly submit to the Contracting Officer and the Portfolio Division a written detailed explanation of the circumstances necessitating a substitution and all necessary information on the proposed substitute’s qualifications to assist GSA in its approval or rejection of the proposed substitute.

The person responsible for the report must have current general certification in the State where the subject property is located and meet all legal requirements to appraise property within the state.

## SPECIAL CONTRACT REQUIREMENTS

### 1. PERMITS AND LICENSES

In performance of work under this contract, the Contractor shall be responsible for obtaining all necessary permits and licenses, and for complying with all applicable Federal, State, and municipal laws. The Contractor is to be licensed in the State of contract performance, if such licensing is required by the State. The documentation requirement may be satisfied either by a copy of the license issued by the State or application submitted to the State, with a copy of the actual license provided as soon as practicable thereafter, but in no event later than the effective date of the contract.



## **2. IDENTIFICATION/BUILDING PASS**

The Contracting Officer's Representative will coordinate building/property access per delivery order with the contractor.

**PART IV – INSTRUCTIONS TO OFFERORS, EVALUATION CRITERIA, AND ATTACHMENTS:**

**ADDENDUM TO 52.212-1 INSTRUCTIONS TO OFFERORS, PARAGRAPH (b)**

In addition to the information in paragraph 3 of this clause, please submit three (3) copies of your proposal with three (3) original signatures in the following format:

Technical Proposal: In a separate envelope marked "Technical Proposal, RFP GS-10P-99-LSD-0067", please return the Questionnaire regarding your performance, 3 copies of 52.212-3, Offeror Representations and Certifications—Commercial Items (May 1999), your experience and references, listing of Key Personnel and the name of the Principal Appraiser, and your technical approach to completing the work outlined in the solicitation.

Price Proposal: In a separate envelope marked "Price Proposal, RFP GS-10P-99-LSD-0067" please return your offered prices as shown in paragraph 9. Please make sure you indicate which geographic area you are submitting an offer for.

**52.212-2 Evaluation--Commercial Items (JAN 1999)**

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. For this solicitation, technical quality is more important than cost or price. The following factors shall be used to evaluate offers noted in descending order of importance. Responses to the factors must be presented in the format outlined in the Questionnaire found at the end of this solicitation. Award may be made without negotiation of the proposals. Therefore, offerors are requested to initially submit proposals to the Government on the most favorable terms from and technical and price standpoint.

**Experience and Past Performance**

Description: This factor considers the extent of the offeror's past experience, in carrying out similar work as well as the quality of the offeror's past performance in carrying out the work with reference to such considerations as timeliness and technical success. Please provide dates of when each experience was obtained.

The definition of "similar work" for evaluation purposes is appraisal of multi-story office building (over 75,000 SF), special use property, or condemnation per the Uniform Standards for Federal Land Acquisitions (USFLA) that involved preparation of complete self-contained appraisal report. Appraisal of GSA Fair Annual Rental reports may be counted as one assignment. Each project submitted need not have all the above elements; however, the offeror should show experience with all major elements through a combination of projects.

The term "quality" for evaluation purposes is defined as meeting or exceeding the customer's requirements as set forth in the contract documents in a timely manner and within established budgets and receive satisfactory references from the interviews, and those interviewed would contract with the offeror again.

A minimum of three (3) projects listed must be of a similar nature and size as the requirements listed in this solicitation, and must have been performed in order for the offer to be considered minimally acceptable.

Offerors are encouraged to submit accessible references. References which cannot be contacted and/or verified will not be considered. If available, the Government may also consider information from other sources besides those furnished by contractor.

### **Qualifications of Key Personnel**

Description: This factor considers the experience, education, knowledge, and expertise of key individuals of the survey team who will be assigned directly to the contract, such as the Principal/Manager, Staff/Field Appraisers, and Market Research Personnel. This factor also considers the contract manager's authority and the organizational control of the survey team members.

Key personnel are defined as those individuals responsible for developing and preparing the appraisal reports/documents. In the event that any personnel named at the time of the Government's acceptance of this contract are unable to perform their duties due to death, illness, resignation from the contractor's employment, the Contracting Officer's request for removal, or similar reasons, the contractor shall, not later than 5 working days, submit to the Contracting Officer, in writing, the name and qualifications of a proposed replacement. No substitutions shall be made without prior approval of the CO. Any approved substitution shall be made at no increase in contract price.

Complex/Similar assignments are defined as military installations, portions of military facilities, border crossings, federal court buildings, large complex industrial facilities, multi-story office buildings (over 75,000 SF), or other special purpose properties.

### **Management and Technical Approach**

Description: This factor evaluates the Offeror's proposed method of estimating the required values and meeting the required time frames.

Each offeror shall submit a plan consisting of narrative explanation of his/her proposed approach to the appraisal of GSA Fair Annual Rental Reports; complete self-contained appraisal of federally owned, special use and other complex properties; and complete self-contained appraisal of private property for federal condemnation.

The technical approach shall state specifically the offeror's understanding of the effort, experience with and resources required for the appraisal of special use and complex federal properties, federal land acquisitions, and GSA fair Annual Rental Reports.

Experience/past performance, Qualifications of Key Personnel and Management and Technical Approach, when combined, are more important when compared to price. However, as proposals become more equal in their technical merit, the evaluated price becomes more important.

**PRICE:** Price will be evaluated by multiplying the daily price by the number of estimated days for the base year of the contract, and adding the product of each line item to establish the total dollar value of the base year.

The option prices will be calculated using the same method as above for each option year.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

**ATTACHMENT 1**

**REQUEST FOR CLARIFICATION OF SOLICITATION DOCUMENTS  
APPRAISAL SERVICES**

**If you have questions regarding this solicitation, they MUST BE FAXED to the Contracting Officer  
TWO WEEKS BEFORE THE CLOSING DATE.**

Transmit this page to Fax Machine No. (253) 931-7251 or mail to the address below:

To: General Services Administration  
Attn Tammy Straessle  
Portfolio Management (10PT)  
400 15<sup>th</sup> Street SW  
Auburn, WA 98001-6599

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Note:** Questions/Clarifications should be in writing and received at the above address no later than 10 days prior to the proposal due date.

**Reference:** Page Number \_\_\_\_\_ Paragraph No. \_\_\_\_\_

Question or Clarification Requested:

---

---

---

---

---

## ATTACHMENT 2

### QUESTIONNAIRE

GS-10P-99-LSD-0067

#### APPRAISAL AND RELATED SERVICES

**This questionnaire must be returned in triplicate with your offer**

#### 1. Experience and Past Performance of the Firm.

A. List a minimum of three (3) appraisal, assignments that your firm has performed of which at least two (2) will have been similar projects. "Similar" is defined for this project as appraisal of multi-story federal office building (over 75,000 SF), special use property, or condemnation per the Uniform Standards for Federal Land Acquisitions (USFLA) that involved preparation of complete self-contained appraisal report. Appraisal of GSA Fair Annual Rental reports may be counted as one assignment. More information may be provided, but your responses should address experience which reflects a thorough knowledge and understanding of Items 1-5 as outlined in the scope of work, description/specification.

1). Project Title: \_\_\_\_\_

Name of Review Appraiser and Telephone Number: \_\_\_\_\_

\_\_\_\_\_

Brief description of assignment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief description of analysis performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Award Date: \_\_\_\_\_

\_\_\_\_\_

Name/Phone Number of Key Personnel on Assignment: \_\_\_\_\_

\_\_\_\_\_

Limiting Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

2). Project Title:\_\_\_\_\_

Name of Review Appraiser and Telephone Number:\_\_\_\_\_

\_\_\_\_\_

Brief description of assignment:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief description of analysis performed:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Requirements:\_\_\_\_\_

\_\_\_\_\_

Award Date:\_\_\_\_\_

Name/Phone Number of Key Personnel on Assignment:\_\_\_\_\_

\_\_\_\_\_

Limiting Conditions:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3). Project Title:\_\_\_\_\_

Name of Review Appraiser and Telephone Number:\_\_\_\_\_

\_\_\_\_\_

Brief description of assignment:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief description of analysis performed:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Requirements:\_\_\_\_\_

Award Date:\_\_\_\_\_

Name/Phone Number of Key Personnel on Assignment:\_\_\_\_\_

Limiting Conditions:\_\_\_\_\_

The Government is not limited to contacting only those references provided by the Offeror. The Government may also consider the Offeror’s performance on contracts not submitted by the Offeror that the Government is aware of or becomes aware of as a result of reference interviews.

2. Qualifications of Key Personnel

A. Provide the following information for the Principal/Manager and Key Personnel proposed to be used for this job. These individuals shall have worked on a minimum of two similar projects. In the event that any personnel named at the time of the Government's acceptance of this contract are unable to perform their duties due to death, illness, resignation from the contractor's employment, the Contracting Officer's request for removal, or similar reasons, the contractor shall, not later than 5 working days, submit to the Contracting Officer, in writing, the name and qualifications of a proposed replacement. No substitutions shall be made without prior approval of the CO. Any approved substitution shall be made at no increase in contract price.

1). Principal/Manager

Name:\_\_\_\_\_

Describe formal training and experience of the person to be used.  
Attach any current certifications or licensing.

List responsibilities of this position including principal reviewer appraiser, firm

Similar Projects Worked On (Fill out information for two similar projects):



1). Project Name and Location: \_\_\_\_\_

Client Name and Phone Number: \_\_\_\_\_

Award and Completion Dates: \_\_\_\_\_

Assignment Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Function and Scope of Assignment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position Held (include position responsibilities): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Requirements/Limiting Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Period of Employment in this position: \_\_\_\_\_

2). Project Name and Location: \_\_\_\_\_

Client Name and Phone Number: \_\_\_\_\_

Award and Completion Dates: \_\_\_\_\_

Assignment Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Function and Scope of Assignment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position Held (include position responsibilities): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

---

---

Special Requirements/Limiting Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Period of Employment in this position: \_\_\_\_\_

**2). Staff/Field Appraiser**

Name: \_\_\_\_\_

Describe formal training and experience of the person to be used. Attach any current certifications or licensing. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List responsibilities of this position including on-site inspections and writing narrative reports: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Similar Projects Worked On (Fill out information for two similar projects): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When writing Fair Annual Rental reports, comment on how you will verify the load factor for rental comparables. GSA buildings are measured with a high level of accuracy according to ANSI-BOMA Standards for "rentable" and "usable" space. However, comparables may lack an equal level of accuracy. Please respond to how you would handle this potential difference in order to maintain the highest level of accuracy in your comparables. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Similar Projects Worked On (Fill out information for two similar projects):

1). Project Name and Location: \_\_\_\_\_

Client Name and Phone Number: \_\_\_\_\_

Award and Completion Dates: \_\_\_\_\_

Assignment Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Function and Scope of Assignment:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position Held (include position responsibilities):\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Requirements/Limiting Conditions:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Period of Employment in this position:\_\_\_\_\_

2). Project Name and Location:\_\_\_\_\_

Client Name and Phone Number:\_\_\_\_\_

Award and Completion Dates:\_\_\_\_\_

Assignment Description:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Function and Scope of Assignment:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position Held (include position responsibilities):\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Requirements/Limiting Conditions:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Period of Employment in this position:\_\_\_\_\_

**3). Market Research Personnel (Must be employed by the firm performing the appraisal.)**

Name and Position of Personnel \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe formal training and experience of the person to be used. Attach any current certifications or licensing. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When writing Fair Annual Rental reports, comment on how you will verify the load factor for rental comparables. GSA buildings are measured with a high level of accuracy according to ANSI-BOMA Standards for "rentable" and "usable" space. However, comparables may lack an equal level of accuracy. Please respond to how you would handle this potential difference in order to maintain the highest level of accuracy in your comparables. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List responsibilities of this position for this job: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Similar Projects Worked On (Fill out information for two similar projects):

1). Project Name and Location: \_\_\_\_\_

Client Name and Phone Number: \_\_\_\_\_

Award and Completion Dates: \_\_\_\_\_

Assignment Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Function and Scope of Assignment: \_\_\_\_\_  
\_\_\_\_\_

---

---

---

Position Held (include position responsibilities):

---

---

---

Special Requirements/Limiting Conditions:

---

---

---

Period of Employment in this position:

2). Project Name and Location:

Client Name and Phone Number:

Award and Completion Dates:

Assignment Description:

---

---

---

Function and Scope of Assignment:

---

---

---

Position Held (include position responsibilities):

---

---

---

Special Requirements/Limiting Conditions:

---

---

---

Period of Employment in this position:

### 3. Management and Technical Approach.

A. Management Approach. Provide a description of your proposed approach to the following items:

1.) Appraisal of GSA Fair Annual Rental Reports\_\_\_\_\_

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2.) Complete Self-contained appraisal of federally owned; special-use and other complex properties:\_\_\_\_\_

[illegible]

3.) Complete self-contained appraisal of private property for federal condemnation. Reference the Uniform Standards for Federal Land Acquisition (USFLA):\_\_\_\_\_

[illegible]

B. Technical Approach.

1.) State specifically your understanding of the effort, experience with, and resources required for the appraisal of: Special Use and Complex Federal Properties, Federal Land Acquisitions, and GSA Fair Annual Rental Reports:

---

---

---

---

---

---

---

---

---

---



**ATTACHMENT 3**  
**BUDEST 2000 INSTRUCTIONS**  
**INSTRUCTIONS FOR COMPLETING GSA FORM 3305 –**  
**APPRAISAL OF FAIR ANNUAL RENTAL RATE**

**A. Purpose of the Instructions**

These guidelines provide instructions to contract appraisers of the General Services Administration for preparation of GSA Form 3305, "Appraisal of Fair Annual Rental Rate."

**B. Format and Purpose of Appraisal**

- Appraisal Format: GSA Form 3305, "Appraisal of Fair Annual Rental Rate," documents the estimate of Rent charged by GSA to the Federal agencies which occupy Federal buildings under GSA control.
- Purpose of Appraisal: Purpose of the appraisal is to estimate the Fair Annual Rental (FAR) rate for office and warehouse space.
- Appraisal Reports Required: When applicable, a separate Form 3305 must be prepared for each type of space—office and warehouse—in each Federal building appraised.
- Use of Appraisal Reports: Potential uses of the FAR appraisal include the following:
  - 1 ) To provide an estimate of a fully serviced "as-let" rate for each Federal building to ensure that the GSA Rent budget for Fiscal Year 2001 approximates commercial charges for comparable space and services; and
  - 2) To provide a fully serviced "as-let" rate for each building as the basis for negotiation of separate occupancy agreements for each assignment.

**C. Definition of Fair Annual Rental**

- GSA Definition of Fair Annual Rental (FAR): The annual amount which may be reasonably expected for the right to the agreed use of real and related personal property, as established by competition in the open market.
- GSA's definition of FAR is subject to the following conditions:
  - ◆ Fully Serviced Rate: The annual amount includes the cost of all services except security.
  - ◆ Measurement: Market rentable equals prevailing method in each market. GSA usable and GSA building rentable are provided to the appraiser.
  - ◆ Size of Floor Area: Use market typical floor areas.
  - ◆ As-Is: The appraiser will value the space as it appears, rather than make a deduction to reach a theoretical shell figure. The space should be considered new or like new

with standard market fitout.

- ◆ Level Rent: The appraisal will establish a “flat-rate” or “level-rent” charge applicable to the building over the entire term of the lease or assignment (services will be escalated annually on the basis of a Government inflation factor). “Level rent” is defined as “Rent stabilized to a fixed yearly amount over the term of a lease or set term, with the exception of pass-throughs of operating expenses and real estate taxes, if applicable.”

#### D. Optional Terms of Occupancy

- Tenant Options for Office Space: GSA will offer tenant agencies 2 basic options for occupancy of office space. Thus, a separate estimate of Fair Annual Rental for each option within the same building is required. The two basic options are:
  1. 5-Year term
  2. 10-Year term
- Tenant Options for Warehouse Space: A separate estimate of FAR is required for each of two options:
  1. 5-year term
  2. 10-year term
- Documentation of Options: FAR for each option must be fully documented. A separate Form 3305 is required for each different estimate of FAR.

#### E. General Appraisal Requirements for GSA Form 3305

- Limited Appraisal/Summary Report: The level of documentation of GSA form appraisals should be consistent with that for limited appraisals/summary reports, as defined in Uniform Standards by the Appraisal Foundation. While the appraiser need not discuss all the data analyzed, he or she should be prepared to defend all required items and those measurably impacting on the estimate of Fair Annual Rental.
- Basic Approach: The FAR rate is established through direct comparison of rentals of comparable space with subject property.
- Market Data Required: To the greatest extent practicable, rental analysis shall be based on at least three 3 lease transactions recently completed in 3 different comparable buildings. Only “arm’s-length” or “open-market” transactions should be used for direct comparison. Federal Government leases and listings may be used for analysis of market trends, but they should not be used for the purpose of direct comparison.
- Ensuring Accuracy of Market Data: Comparable leases utilized in rental analysis shall be confirmed by the appraiser with at least one party to the transaction.

- Addenda to GSA Form 3305: The appraiser shall provide supplemental information and analysis as required by the appraisal problem. At a minimum, the appraiser is expected to provide attachments containing photographs of the subject and comparable properties, pertinent data describing the respective properties, and a map showing the relative locations of the subject and comparables.
- Computerized Reports: The GSA Form 3305 and/or any portion of the appraisal report may be prepared on a computerized format created by the appraiser—so long as it contains all elements shown on the GSA format.

#### F. Front Side of Form 3305

- Name and Address of Property  
Enter building name and complete address, as supplied by the GSA regional office.
- Building Key/County/City Code/SMSA  
Enter codes supplied by the GSA regional office.
- Occupying Agencies  
Enter list of occupying agencies supplied by the GSA regional office.
- Conclusions  
Enter the effective date of the appraisal: 10/1/00.
- Fair Annual Rental Rate  
One or two estimates of FAR may be required for completion of a GSA Form 3305 appraisal report. Not all of these can be shown in this block on Form 3305.

Thus, when one rate is applicable to both options, the single FAR rate effective as of 10/1/00 may be entered here. When more than one rate must be shown for occupancy options, the appraiser should enter “See Summary FAR Rate Sheet” in this block.

- Definition of Fair Annual Rental  
The GSA definition of FAR and attendant conditions are noted above. These must be incorporated into the appraisal by reference.

The appraiser uses a two-step process in establishing FAR as of the effective date of appraisal:

1. Develop an estimate of the current FAR on the grid on the reverse side of Form 3305, and
2. Provide an annual trending factor to the current FAR estimate for any anticipated change in market conditions between the current date of appraisal (date of inspection) and the effective date of the FAR appraisal, 10/1/00. The basis for the projected difference between the FAR on the date of appraisal and on the effective date should be explained on the front of the form under “Discussion of Comparables.” GSA may use either the current FAR estimate or the trended number. The trending factor will be annotated on the Summary Sheet.

- Appraisal as of:  
Enter the current date of appraisal (date of inspection).

NOTE: The current date of the appraisal differs from the effective date of 10/1/00 for the FAR estimate.

- Description of City, General Area, and Neighborhood  
Summarize the economic conditions and trends which are impacting on commercial rents in the subject city marketing area, and neighborhood. Of prime importance are annual changes in new construction activity, office/warehouse vacancy and absorption rates.
- Description of Subject Property and Space  
Provide a brief description of the subject building, including a discussion of the age and condition, building date, and date of renovation, if applicable. Briefly describe building classification, whether A, B, or C.
- Type of Space  
Indicate GSA usage of the building as either office or warehouse.
- Discussion of Comparable as Related to Subject Space  
Summarize the major factors used in making adjustments from the comparables to the subject property. Be certain to note the Rentable/Usable factor (R/U) for each comparable.

This section should conclude with a brief explanation of the basis for the calculation used in trending the current FARs forward to 10/1/00 (see discussion of Fair Annual Rental Rate above).

- Space at Bottom of Page – Submitted by:  
Insert the signature of the appraiser and the date the appraisal report is submitted. When GSA appraisals are prepared by an appraiser for an employer or supervisor, both individuals should sign the report when it is submitted to GSA for review and approval.

NOTE: A contract appraiser who signs a real property appraisal report prepared by another, even under the label of “review” or “supervisory” appraiser, must accept full responsibility for the contents of the report.

- Space at Bottom of Page – Approved by:  
This block is to be completed only by an authorized representative of GSA. Contract appraisers must not fill in this block.

## G. Reverse Side of Form 3305: Rental Analysis

The reverse side of the GSA Form 3305 is a grid which summarizes the analysis of the elements which contribute to Fair Annual Rental. Information relating to each of the comparables shall be provided on data sheets which must be attached to Form 3305.

Each rental analysis grid should be completed as follows:

- **Appraisal Address**  
Furnish building names, tenant names, and complete addresses, including suite number, if applicable.
- **Interior Description**  
In tabular form describe the type of ceilings, walls, floor coverings, and light fixtures.

- **Services Furnished**

All entries for the subject property must indicate whether services are provided by the lessor. This is because the subject GSA space is assumed to be fully serviced. The appraiser develops an estimate of costs incurred by the lessor in providing each of these services at a level commensurate with space requirements provided by the GSA regional office. Enter the estimated dollar amount for each individual service under cost per square foot for the subject.

- **Maintenance and Repairs**  
Because there is no block entitled "Maintenance and Repairs," this label should be typed over the "Tube Replacement" block title and the appropriate allowance entered. Cost of tube replacement should be included in the amount shown for maintenance and repairs.
- **Initial Alterations**  
Initial alterations are not services and should not be shown at this point in the existing Form 3305 format. Thus, this block should be blocked out on the Form 3305 or eliminated from an electronic format.
- **Security**  
You are to assume that GSA does not provide security (since this cost is added by GSA later). Therefore, if a comparable does provide security, a downward adjustment to the comparable would be in order. You are to specify the amount of the adjustment for each comparable.
- **Total Services**  
To arrive at the total net adjustment for services for each comparable, the appraiser adds the adjustments for services shown in the blocks above and enters the sum in this block.
- **Other Adjustments**  
In analyzing the remaining items, descriptive terms indicating the differences between the comparables and subject should be listed in the corresponding column labeled "lessor." Adjustments from comparables to subject property are then entered in the next column.

To ensure complete analysis of the comparables, all blanks on the grid must be completed. N/A is entered in a block when an item is not applicable. The terms “same” or “similar” indicate a zero adjustment for a given item. This will indicate that this adjustment was given due consideration by the appraiser, but had no effect on the estimate of FAR. Descriptive terms such as “inferior” or “superior” require dollar adjustments because they indicate a perceptible difference between the comparable and subject.

#### Lease Date

The subject is presumed to have been leased or assigned on the “as of” date shown on the front of the Form 3305 (i.e., the date of inspection). If the lease date of the comparable is older than 6 months, an adjustment for time may be in order. If no time adjustment is warranted, a zero should be inserted in the appropriate block.

#### Lease Term: Office Space

In estimating FAR for office space, the appraiser is to estimate the FAR rate for each of two occupancy options. These are:

1. FAR based on 5-Year term
2. FAR based on 10-Year term

#### Lease Term: Warehouse Space

1. FAR based on 5-year term.
2. FAR based on 10-year term.

Adjustments of comparables for the term of the occupancy agreement should reflect these assumptions. When market data are sufficient to indicate that the respective options yield different rates, the appraiser should complete a separate grid to support the rate for each option.

- **Location/Quality/Age**  
To ensure complete analysis of these items, entries should be made in all the remaining blocks.
- **Amount of Square Footage Rented**  
The size of the block of space appraised is provided by GSA. Pricing will be based on the typical market floor plate.
- **Type of Floor Measurement**  
While in the past GSA has used the “BOMA Usable Office Area” method to measure space and quote rental rates, it is now switching to the “BOMA Building Rentable” method of measurement. While many comparables will be in Rentable square feet, it is likely that some comparables will need to be adjusted for the method of measurement used or for the efficiency level of the comparable versus the subject building.

Included with your list of buildings is the amount of both usable and rentable square feet for each building. While the usable area reflects the amount of space that is actually available to the tenant, the rentable square footage includes the usable square footage plus tenant

common areas such as lobbies, electrical closets, janitor rooms, and rest rooms, etc. The change from usable to rentable, in and of itself, should not cause a change in the total rent as indicated by a particular comparable. In comparing usable to rentable, the amount of square feet in the building will increase by some percentage but the per square foot rental rate will decrease by the same percentage.

For example, if there is a building that has 100,000 usable square feet and a market rent of \$20 per usable square foot the building will generate \$2,000,000 in rent. This same building, when measured in rentable square feet, may have 125,000 rentable square feet. In this case, the rate per rentable square foot would be \$16, because \$16 multiplied by 125,000 rentable square feet equals \$2,000,000 in total rent.

There may also be cases where both the subject and comparable building are measured in rentable square feet, but one of those buildings is more efficient than the other. This may require an adjustment also. The appraiser should address functional obsolescence on a building by building basis. We may find buildings where there is a significant difference between market rentable and (GSA) building rentable. We may alternatively discover that our level of functional obsolescence mirrors rather than contradicts market norms.

Following are two examples that can be used as a guide to the adjustment that is necessary for completing the GSA Form 3305 Adjustment Grid.

The subject (GSA) building has 100,000 square feet of usable space and 125,000 square feet of rentable space, which gives it a rentable-to-usable (R/U) factor of 1.25 (125,000/100,000). GSA will charge tenants based on the amount of rentable square feet in the building.

Lease comparable A is measured and charged in usable square footage and the rent paid is \$20 per usable square foot. In this example, the comparable lease method of measurement (usable) includes 20% more space than the subject (since 25,000 out of the 125,000 square feet in the subject can't really be used by the tenant, while all the space in the comparable lease can be used).. Therefore, the rental rate for this comparable should show a downward adjustment of 20%, or \$4 per square foot.

Comparable B, which has a rental rate of \$20, is measured and charged in rentable square feet, although the rentable-to-usable factor for this lease is only 1.20 (as opposed to 1.25 in the subject). Thus, this comparable actually includes 4% more space in the quoted rental rate than the subject and therefore the comparable should be adjusted downward by 4%, or \$.80 ( $\$20 \times 4\% = \$.80$ ), unless the additional common area space in the subject building was considered to be an amenity sufficient to offset the reduction.

Mathematically, the 4% was determined by taking the difference in the R/U factors of the subject and the comparable ( $1.25 - 1.20 = .05$ ) and dividing this result by the R/U factor of the subject ( $.05/1.25 = 4\%$ ).

The examples above are meant to serve as guides that should help in understanding the rationale in making this adjustment. For further information or direction, please contact your GSA regional appraiser.

Parking

Whenever blocks of parking space are assigned to agencies housed in a Federal building, the appraiser shall complete a GSA Form 3357 to provide the basis for the Fair Annual Parking Rate.

Therefore, in making adjustments for this service, the appraiser should assume that no parking spaces are included in the subject rental rate. Rents for comparables where parking is provided should thus be adjusted downward to reflect subject's assumed lack of this service. However, if the comparable building provides free parking (as is often the case in suburban locations), do not make a deduction.

### **Improvements by Lessee**

In federally owned buildings, tenant improvements are typically funded by GSA. Upward adjustments are made from comparables to the subject property for any tenant improvements funded by the lessee in the comparable but provided by GSA in the subject. Don't adjust for above standard items that are prevalent only in the subject space (e.g., bulletproof office walls).

### **Escalations**

The five and ten year rates submitted by the appraiser should take into account that GSA will charge tenants a level rent, which is defined as follows:

"Rent stabilized to a fixed yearly amount over the term of a lease or set term, with the exception of pass-throughs of operating expenses and real estate taxes, if applicable."

Depending on local market conditions and practices, market rents applicable at the beginning of "stepped" or "graduated" leases may be adjusted upward to compensate for the lack of "steps" or "bumps" to cover inflation in "flat" leases.

Note: The GSA regional office will provide the appraiser with guidance on the preferred method of levelizing comparable rents, either over a 5 or 10 year term.

### **Initial Alterations (ISAs) or Tenant Improvements**

This block should be included at this point—at the bottom of the page—rather than in the blocks for services shown above.

Adjustments for differences in the level of buildout of tenant improvements should reflect the subject's "as-let" condition. The "as-let" condition is assumed to be new or like new with standard market fitout.

Note: For purposes of budgeting by GSA, the appraiser must provide the following information pertaining to adjustments for initial space alterations or tenant improvements (this information is to be documented on the summary sheet):

**Amount Attributable to Residual Value of Buildout:** The "as-let" rate typically includes an increment for the residual value of tenant buildout. The amount attributable to residual value of buildout in the subject property must be identified and entered on the FAR Rate Summary sheet. This applies to warehouses with a residual value of buildout such as improved office space or storage facilities as well.

**Cost of New Tenant Improvements:** In some instances, the cost of tenant improvements in newer buildings will be billed by GSA in the form of a buildout allowance. In calculating the FAR rate for some newer buildings, GSA will calculate the cost new of initial space



alterations separately and substitute an amortization allowance for the increment in appraised FAR attributable to residual value of buildout. So that GSA may “benchmark” its calculations against those in the local market, the appraiser should provide an estimate of the amount of rent attributable to the cost new of tenant buildout. The increment attributable to this item must also be shown on the FAR Rate Summary sheet.

- **Total Net Adjustments**

A dollar amount for “Total Net Adjustments” must be indicated for each of the comparables. It is the sum of the net adjustments shown in the “Total Services” and “Total Other” blocks above.

- **Rental Rate at Present**

The contract rent for each of the comparables is cited in this block.

- **Rate Adjusted to Subject**

The adjusted FAR rate indicated for the subject property by each of the comparables is shown in this block. It is the sum of the dollar amounts shown in the “Total Net Adjustments” and “Rental Rate at Present” above.

- **Conclusion of Fair Annual Rental**

The appraiser’s conclusion of the fully serviced Fair Annual Rental is shown in the block at the bottom of the “Appraisal/Address/Subject” column.

I. **Other Items to Be Addressed: Exhibits**

At a minimum, the following exhibits should be attached to GSA Form 3305:

- At least 1 exterior and 1 interior photograph of subject property. Photo(s) should indicate typical quality and condition of the building and surroundings.
- At least 1 photograph of each comparable property.
- City map indicating the relative locations of subject and comparable properties.
- Data sheets summarizing basic information on comparables used in appraisals. (Format to be provided by GSA regional office.)

J. **Summary of Fair Annual Rental Rates**

The appraiser should review the Form 3305 and exhibits to ensure that the items listed on the attached summary of Fair Annual Rental Rates are provided in the appraisal report.

## **GSA DEFINITION OF BUILDING SHELL**

### **NEW BUILDINGS:**

Building exterior is completed. Main lobby areas, garage areas, and service areas are complete and operational.

#### **Core Area:**

- Elevators and elevator lobbies are completed and operational.
- Toilet rooms are completed and operational.
- Mechanical and electrical rooms are completed, operational, and ready for tenant buildout.

#### **Mechanical and Plumbing Systems:**

- All HVAC equipment is installed and operational.
- Main line, branch lines, VAV boxes, dampers, flex, diffusers and light boots are installed and operational.
- Control systems are installed and operational.
- Controls in tenant areas will be attached to walls during tenant buildout.
- Hot and cold water risers, domestic waste risers and vent risers are installed and ready for connections required for tenant buildout.

#### **Fire and Safety Systems:**

- All systems are installed and operational. This includes sprinkler, fire detection, and alarm, emergency generator systems, fire control and other code requirements.

#### **Tenant Areas:**

- Tenant ceilings and floors are bare.
- Windows are installed.
- No blinds, tenant partitioning, wall finishes, or floor coverings are installed.

### **RELET BUILDINGS:**

The estimate of Fair Annual Rental should reflect the residual value of initial space alterations or tenant improvements after their cost has been fully amortized. The rental should reflect the residual value of buildout for use “as is” rather than for demolition.

## **INSTRUCTIONS FOR COMPLETION OF GSA FORM 3357 – APPRAISAL OF FAIR ANNUAL RATE FOR PARKING**

### **A. Purpose of the Instructions**

These guidelines provide instructions to contract appraisers of the General Services Administration for preparation of GSA Form 3357, "Appraisal of Fair Annual Rental Rate Per Space for Standard Level User Charge."

### **B. General Appraisal Requirements**

- Purpose of the Appraisal: GSA Form 3357, "Appraisal of Fair Annual Parking Rate." serves as the primary documentation of the Rent charged by GSA to its tenants--other agencies of the Federal Government--for the use of indoor and outdoor parking spaces.
- Completion of Forms: Appraisals for both inside and outside parking rates for the same building may be reported on the same Form 3357. To ensure that all factors impacting on the Fair Annual Parking Rate are considered, the form should be completed in its entirety. To indicate that this has been done, the appraiser should enter an appropriate notation in each block on the form.
- Basic Approach: The Fair Annual Rental Rate for parking is established through direct comparison of rentals of comparable space with subject parking. All adjustments for differences between other properties and subject are made from the comparables to the subject property.
- Market Data Required: To the greatest extent practicable, rental analysis shall be based on three recently completed transactions involving comparable parking. At least three comparables should be used in establishing rates for inside and outside parking for the same building. Government transactions, listings or other forms of market data should be utilized only for analysis of local market trends and not for purposes of direct comparison.
- Ensuring Accuracy of Market Data: Transactions utilized in market analysis shall be confirmed by the appraiser with at least one party to the transaction.
- Limited Appraisal/Summary Report: The level of documentation of GSA form appraisals should be consistent with that for limited appraisals/summary reports, as defined in USPAP by the Appraisal Foundation. While the appraiser need not discuss all the data analyzed, he or she should provide succinct coverage of all required items and of those measurably impacting on the estimate of Fair Annual Rental.
- Addenda to GSA Form 3357: The appraiser is requested to provide supplemental information and analysis as required by the appraisal problem. At a minimum, the appraiser is expected to provide attachments containing photographs of the subject and comparable properties, pertinent data describing the respective properties, and a map showing the relative locations of the subject property and comparables.
- Computerized Reports: The Form 3357 and/or any portion of the appraisal report may be

prepared on a computerized format created by the appraiser--so long as it contains all elements shown on the forms and required by these guidelines.

### C. GSA Requirements for Parking Rates

- **Parking Rate Is Based on Annual Charge Per Space**

Where applicable, the appraiser must estimate Fair Annual Rental for both inside and outside parking for subject property on the basis of direct comparison of parking spaces in comparable locations. The appraiser develops the annual parking fee by estimating the monthly charge for a single space and multiplying that number by twelve. When agency parking requirements are developed, GSA utilizes the appraiser's estimate for a single space as the basis for calculating Rent for parking.

- **Parking Rate is Estimated on "First Come, First Served" Basis**

As noted above, FAR for both inside and outside parking is based on commercial charges for parking privileges in facilities offering comparable parking spaces. It is important to note that the rate should reflect only the fee paid but not reserved for guaranteed availability of space within a comparable facility on a "park-and-lock" basis.

### C. Front Side of Form 3357

Complete the respective sections of the format as follows:

- **Blocks in Top Right Hand Comer**

1. Insert the Building Key, City/County/Code, and MA number supplied by GSA.
2. Check the "market" or "cost" box to indicate the valuation method used. (The cost approach is rarely used.)

- **Numbered Blocks**

Complete the numbered blocks as indicated below.

1. **Name and Address of Property**

Insert building name and complete address.

2. **Conclusions - Appraisal As of**

- a) In the block labeled "Conclusions," enter the effective date of appraisal, 10/1/00.

- b) In the block labeled "Appraisal As Of:" enter the current date of the appraisal--the date of inspection

3. **Conclusions: Inside Rate**

Insert the prospective Fair Annual Rental per indoor parking space as of the effective date of appraisal, 10/1/00.

4. **Conclusions: Outside Rate**

Insert the prospective Fair Annual Rental Rate per outdoor parking space as of the

effective date of the appraisal, 10/1/00.

5. Description of City, General Area, and Neighborhood

Summarize the economic conditions and trends which are impacting on commercial rents in the subject city, marketing area, and neighborhood.

6. Description of Subject Property

Briefly describe the facility where subject parking spaces are provided. Include construction date, age, condition of the facility, and date of renovation, if applicable.

7. Description of Subject Parking Space

Briefly describe the physical features of the parking area (size, paving, striping, and fencing) and services provided (e.g., security).

8. Parking Method

Check the appropriate box. Give other details as needed. Note if parking is reserved or unreserved.

- Space at Bottom of Page - Submitted by:

Insert the signature of the appraiser and the date the appraisal report is submitted. When GSA appraisals are prepared by an appraiser for an employer or supervisor, both individuals must sign the report when it is submitted to GSA for review and approval.

NOTE: A contract appraiser who signs a real property appraisal report prepared by another, even under the label of "review" or "supervisory" appraiser, must accept full responsibility for the contents of the report.

- Space at Bottom of Page - Approved By:

This block is to be completed only by an authorized representative of GSA. Contract appraisers must not fill in this block.

#### D. Reverse Side of Form 3357: Rental Analysis

##### Direct Comparison of Comparables

The reverse side of the GSA Form 3357 provides a grid which summarizes the comparative analysis of parking rentals used in developing indications of the Fair Annual Rate. Information relating to each of the comparables is to be provided on data sheets which are to be attached to Form 3357. Adjustments for measurable differences between comparables and subject property are to be based on the appraiser's observations of local market activity. The rental analysis grid should be completed as follows:

##### Numbered Blocks

1. Inside Rate

a) List the name and address of comparable properties.

b) List comparable rental rates on a current monthly basis.

c) Indicate the adjustment for location applied to the monthly rental rate for the

comparables.

- d) Indicate the adjustment for quality, applied to the monthly rental rate for the comparables.
- e) Indicate the adjustment for services applied to the monthly rental rate for the comparables.

List the rental rates indicated by the adjustments to the comparables.

- Line (4) The estimated monthly rate is multiplied by 12 to yield that estimate of Fair Annual Rental Rate for a single parking space on Line 4. This rate should reflect the FAR as of the current date of appraisal (date of inspection).

#### 10. Outside Rate

- To arrive at an estimate of the outdoor parking rate, the appraiser should use the same procedure as that described for indoor parking above.

#### 11. Discussion of Comparables

- a) Analysis: The appraiser should summarize the reasoning behind the adjustments applied to comparable transactions.
- b) Insufficient Data: When market data are not sufficient to support a reliable estimate of FAR for parking, either of the following procedures may be used to develop an appropriate rental rate:
  - 1) Cost Approach: Using the instruction in Block 11, the appraiser may develop an estimate of FAR on the basis of an owner's return on and of the cost of constructing a parking facility.
  - 2) Nominal Rate: Nominal rates may be entered in Block 3 and/or 4 when market data do not reflect a difference between rates for buildings with parking and rates for buildings without parking. A statement summarizing the scope and negative results of the appraiser's market research should be provided to support the use of a nominal rate.

NOTE: When a nominal parking rate is assigned to a block of space, the appraiser should enter \$5.01 per year as the Fair Annual Parking Rate and \$0.01 per year as the cost of services. (These numbers will cue the GSA computer system that nominal parking rates are being used.)

- c) Breakdown: Provide a breakout of the cost of services to serve one parking space.
- d) Conclusion of Fair Annual Rent for parking: The annual rate for both inside and outside parking as of the date of appraisal must be trended forward to the effective date of the Fair Annual Rent Rate estimate of 10/1/00. This calculation should be shown in Block 11. The respective FAPR estimates must also be entered in Block 3 and/or 4 on the front of Form 3357.

E. Other Items to Be Addressed: Exhibits

At a minimum, the following exhibits should be attached to GSA Form 3357:

- Where applicable, at least 1 exterior and 1 interior photograph of subject property. Photo(s) should indicate quality and condition of parking facility and surroundings.
- At least 1 photograph of each comparable property.
- City map indicating the relative locations of subject and comparable properties.
- Data sheets summarizing basic information on comparable utilized in appraisals. (Format to be provided by GSA regional office.)

F. Summary of Fair Annual Rental Rates

The appraiser should review the Form 3357 and exhibits to ensure that the items listed on the attached Summary of Fair Annual Rental Rates are provided in the appraisal report.





## PART V – REPRESENTATIONS AND CERTIFICATIONS

### 52.212-3 Offeror Representations and Certifications--Commercial Items (May 1999)

(a) *Definitions.* As used in this provision:

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the standard industrial classification code designated.

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

"Women-owned small business concern" means a small business concern--

(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) *Taxpayer Identification Number (TIN)* (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (b)(3) through (b)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) *Taxpayer Identification Number (TIN).*

☐ TIN: \_\_\_\_\_.

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(4) *Type of organization.*

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other \_\_\_\_\_.

(5) *Common parent.*

☐ Offeror is not owned or controlled by a common parent;

☐ Name and TIN of common parent:

Name \_\_\_\_\_.

TIN \_\_\_\_\_.

(c) Offerors must complete the following representations when the resulting contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia. Check all that apply.

(1) *Small business concern.* The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.

(2) *Small disadvantaged business concern.* [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, for general statistical purposes, that it ☐ is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) *Women-owned small business concern.* [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it ☐ is, ☐ is not a women-owned small business concern.

Note: Complete paragraphs (c)(4) and (c)(5) only if this solicitation is expected to exceed the simplified acquisition threshold.

(4) *Women-owned business concern (other than small business concern).* [Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it ☐ is, ☐ is not, a women-owned business concern.

(5) *Tie bid priority for labor surplus area concerns.* If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

\_\_\_\_\_

(6) Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program. [Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.]

(i) (Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the four designated industry groups (DIGs).) The offeror represents as part of its offer that it ☐ is, ☐ is not an emerging small business.

(ii) (Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or four designated industry groups (DIGs).) Offeror represents as follows:

(A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following):

| Number of Employees                  | Average Annual Gross Revenues                        |
|--------------------------------------|--|
| <input type="checkbox"/> 50 or fewer | <input type="checkbox"/> \$1 million or less         |
| <input type="checkbox"/> 51 – 100    | <input type="checkbox"/> \$1,000,001 - \$2 million   |
| <input type="checkbox"/> 101 – 250   | <input type="checkbox"/> \$2,000,001 - \$3.5 million |
| <input type="checkbox"/> 251 – 500   | <input type="checkbox"/> \$3,500,001 - \$5 million   |
| <input type="checkbox"/> 501 – 750   | <input type="checkbox"/> \$5,000,001 - \$10 million  |
| <input type="checkbox"/> 750 – 1,000 | <input type="checkbox"/> \$10,000,001 - \$17 million |
| <input type="checkbox"/> Over 1,000  | <input type="checkbox"/> Over \$17 million           |

(7) (Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns, or FAR 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.)

(i) *General.* The offeror represents that either--

(A) It ☐ is, ☐ is not certified by the Small Business Administration as a small disadvantaged business concern and is listed, on the date of this representation, on the register of small disadvantaged business concerns maintained by the Small Business Administration, and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It ☐ has, ☐ has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) ☐ *Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns.* The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(7)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. [The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture:\_\_\_\_\_.]

(d) *Representations required to implement provisions of Executive Order 11246—*

(1) Previous contracts and compliance. The offeror represents that--

(i) It ☐ has, ☐ has not, participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; and

(ii) It ☐ has, ☐ has not, filed all required compliance reports.

(2) *Affirmative Action Compliance.* The offeror represents that--

(i) It ☐ has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR Subparts 60-1 and 60-2), or

(ii) It ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) *Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352).* (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract.

(f) *Buy American Act--Trade Agreements--Balance of Payments Program Certificate.* (Applies only if FAR clause 52.225-9, Buy American Act--Trade Agreement--Balance of Payments Program, is included in this solicitation.)

(1) The offeror hereby certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product (as defined in the clause entitled "Buy American Act--Trade Agreements--Balance of Payments Program") and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States, a designated country, a North American Free Trade Agreement (NAFTA) country, or a Caribbean Basin country, as defined in section 25.401 of the Federal Acquisition Regulation.

(2) Excluded End Products:

| Line Item Number | Country of Origin |
|------------------|-------------------|
|                  |                   |
|                  |                   |
|                  |                   |
|                  |                   |

(List as necessary)

(3) Offers will be evaluated by giving certain preferences to domestic end products, designated country end products, NAFTA country end products, and Caribbean Basin country end products over other end products. In order to obtain these preferences in the evaluation of each excluded end product listed in paragraph (f)(2) of this provision, offerors must identify and certify

below those excluded end products that are designated or NAFTA country end products, or Caribbean Basin country end products. Products that are not identified and certified below will not be deemed designated country end products, NAFTA country end products, or Caribbean Basin country end products. Offerors must certify by inserting the applicable line item numbers in the following:

(i) The offeror certifies that the following supplies qualify as "designated or NAFTA country end products" as those terms are defined in the clause entitled "Buy American Act--Trade Agreements--Balance of Payments Program":

\_\_\_\_\_  
\_\_\_\_\_  
(Insert line item numbers)

(ii) The offeror certifies that the following supplies qualify as "Caribbean Basin country end products" as that term is defined in the clause entitled "Buy American Act--Trade Agreements--Balance of Payments Program":

\_\_\_\_\_  
\_\_\_\_\_  
(Insert line item numbers)

(4) Offers will be evaluated in accordance with FAR Part 25.

(g)(1) *Buy American Act--North American Free Trade Agreement Implementation Act--Balance of Payments Program.* (Applies only if FAR clause 52.225-21, Buy American Act--North American Free Trade Agreement Implementation Act--Balance of Payments Program, is included in this solicitation.) (i) The offeror certifies that each end product being offered, except those listed in paragraph (g)(1)(ii) of this provision, is a domestic end product (as defined in the clause entitled "Buy American Act--North American Free Trade Agreement Implementation Act--Balance of Payments Program," and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States.

(ii) Excluded End Products:

| Line Item Number | Country of Origin |
|------------------|-------------------|
|                  |                   |
|                  |                   |
|                  |                   |
|                  |                   |

(List as necessary)

(iii) Offers will be evaluated by giving certain preferences to domestic end products or NAFTA country end products over other end products. In order to obtain these preferences in the evaluation of each excluded end product listed in paragraph (g)(1)(ii) of this provision, offerors must identify and certify below those excluded end products that are NAFTA country end products. Products that are not identified and certified below will not be deemed NAFTA country end products. The offeror certifies that the following supplies qualify as "NAFTA country end products" as that term is defined in the clause entitled "Buy American Act--North American Free Trade Agreement Implementation Act--Balance of Payments Program":

\_\_\_\_\_  
\_\_\_\_\_

(Insert line item numbers)

(iv) Offers will be evaluated in accordance with Part 25 of the Federal Acquisition Regulation. In addition, if this solicitation is for supplies for use outside the United States, an evaluation factor of 50 percent will be applied to offers of end products that are not domestic or NAFTA country end products.

(2) *Alternate I.* If Alternate I to the clause at 52.225-21 is included in this solicitation, substitute the following paragraph (g)(1)(iii) for paragraph (g)(1)(iii) of this provision:

(g)(1)(iii) Offers will be evaluated by giving certain preferences to domestic end products or Canadian end products over other end products. In order to obtain these preferences in the evaluation of each excluded end product listed in paragraph (b) of this provision, offerors must identify and certify below those excluded end products that are Canadian end products. Products that are not identified and certified below will not be deemed Canadian end products.

The offeror certifies that the following supplies qualify as "Canadian end products" as that term is defined in the clause entitled "Buy American Act--North American Free Trade Agreement Implementation Act--Balance of Payments Program":

\_\_\_\_\_  
[Insert line item numbers]

(h) *Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12549).* The offeror certifies, to the best of its knowledge and belief, that--

(1) The offeror and/or any of its principals ☐ are, ☐ are not presently debarred, suspended, proposed for debarment, **or** declared ineligible for the award of contracts by any Federal agency, and

(2) ☐ Have, ☐ have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and ☐ are, ☐ are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

*Alternate II (Oct 1998).* Provision applicable to small disadvantaged business procurements.

(iii) *Address.* The offeror represents that its address ☐ is, ☐ is not in a region for which a small disadvantaged business procurement mechanism is authorized and its address has not changed since its certification as a small disadvantaged business concern or submission of its application for certification. The list of authorized small disadvantaged business procurement mechanisms and regions is posted at <http://www.arnet.gov/References/sdbadjustments.htm>. The offeror shall use the list in effect on the date of this solicitation. "Address," as used in this provision, means the address of the offeror as listed on the Small Business Administration's register of small disadvantaged business concerns or the address on the completed application that the concern has submitted to the Small Business Administration or a Private Certifier in

accordance with 13 CFR part 124, subpart B. For joint ventures, "address" refers to the address of the small disadvantaged business concern that is participating in the joint venture.

*Alternate III (Jan 1999)* Provision applicable to HUBZone procurements.

(9) HUBZone small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision). The offeror represents as part of its offer that—

(i) It ☐ is, ☐ is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal place of ownership, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (c)(9)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offer shall enter the name or names of HUBZone small business concern or concerns that are participating in the joint venture: \_\_\_\_\_.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

#### **COMPLIANCE WITH VETERANS EMPLOYMENT REPORTING REQUIREMENTS**

(a) The Offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212(d) (i.e. the VETS-100 report required by the Federal Acquisition Regulation clause 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era), it has ☐, has not ☐ submitted the most recent report required by 38 U.S.C. 4212(d).

(b) An Offeror who checks "has not" may not be awarded a contract until the required reports are filed (31 U.S.C. 1354).

|  |                                   |                              |                                   |                           |                  |
|--|-----------------------------------|------------------------------|-----------------------------------|---------------------------|------------------|
| APPRAISAL OF FAIR ANNUAL RENTAL RATE   |                                   | NAME AND ADDRESS OF PROPERTY |                                   | BUILDING KEY              |                  |
|  |                                   |                              |                                   | COUNTY / CITY CODE        |                  |
| THIS FORM IS FOR USE IN ESTIMATING FAIR ANNUAL RENTAL RATE FOR STANDARD LEVEL USER CHARGE.   |                                   |                              | OCCUPYING AGENCIES                |                           | SMSA             |
| CONCLUSIONS  | FAIR ANNUAL RATE (FULLY SERVICED) |                              | AREA SQ. FT.                      |                           | APPRAISAL AS OF: |
|  | \$ PER SQ. FT.                    |                              |                                   |                           |                  |
| DESCRIPTION OF CITY, GENERAL AREA AND NEIGHBORHOOD   |                                   |                              |                                   |                           |                  |
| DESCRIPTION OF SUBJECT PROPERTY AND SPACE  |                                   |                              |                                   |                           |                  |
| TYPE OF SPACE  |                                   |                              | METHOD OF MEASURING RENTABLE AREA |                           |                  |
|  |                                   |                              | GSA occupiable area               |                           |                  |
| COMPARATIVE RENTAL ANALYSIS (The above FAR per square foot is predicted on competitive space described in detail on reverse side. Rates are in dollars per square foot of occupiable rentable area and adjusted to include initial alterations and full services and utilities; and for comparative location, quality, etc., as related to subject.)   |                                   |                              |                                   |                           |                  |
| DISCUSSION OF COMPARABLES AS RELATED TO SUBJECT SPACE  |                                   |                              |                                   |                           |                  |
| ASSUMPTIONS AND LIMITING CONDITIONS. The appraiser assumes competent ownership, efficient management, and marketable unencumbered title in the lessor. The appraiser believes, but does not guarantee, that all data upon which value conclusions are based are reliable. If new construction and/or alterations are to be made, it is assumed that the work will be completed in substantial conformance to the descriptions on file in the Appraisal Files. The Fair Annual Rental Rate is based on tenancy terms, vacancy rates and credit strength typical for the subject type property unless specifically stated otherwise. |                                   |                              |                                   |                           |                  |
| CERTIFICATION. I certify: That the estimated value is true and correct to the best of my knowledge and believe; that I have no undisclosed interest, present or contemplated, in subject property or in any of the principals involved; that my employment and/or compensation is in no way contingent upon the values stated; that I personally inspected the property; that no important facts have been intentionally withheld or overlooked; and that this appraisal conforms to the standards of practice and code of ethics recognized by the Appraisal Profession.  |                                   |                              |                                   |                           |                  |
| SUBMITTED BY   |                                   |                              | APPROVED BY                       |                           |                  |
| (Signature of Appraiser) (Date)  |                                   |                              | (Signature and Title) (Date)      |                           |                  |
| GENERAL SERVICES ADMINISTRATION  |                                   | 79                           |                                   | GSA FORM 3305 (REV. 5-89) |                  |





ADJUSTMENT GRID

|                          |              |              |              |              |
|--------------------------|--------------|--------------|--------------|--------------|
| GSA 3305                 | SUBJECT      | COMPARABLE A | COMPARABLE B | COMPARABLE C |
|                          |              |              |              |              |
| INTERIOR DESCRIPTION     |              |              |              |              |
| Interior: ceilings       |              |              |              |              |
| Wall Coverings           |              |              |              |              |
| Floor Coverings          |              |              |              |              |
| Light Fixtures           |              |              |              |              |
| SERVICES FURNISHED:      |              |              |              |              |
| Janitorial Services      |              |              |              |              |
| Electrical               | Yes          |              |              |              |
| Heating/Air Cond.        | Yes          |              |              |              |
| Plumbing                 | Yes          |              |              |              |
| Elevator                 | Yes          |              |              |              |
| Repairs & Maintenance    | Yes          |              |              |              |
| Security                 | No           |              |              |              |
| TOTAL SERVICES:          | \$0.00       | \$0.00       | \$0.00       | \$0.00       |
| OTHER ADJUSTMENTS:       |              |              |              |              |
| Lease Date               |              |              |              |              |
| Lease Term               |              |              |              |              |
| Location (street)        |              |              |              |              |
| Building Quality/Age     |              |              |              |              |
| Sq. Ft. Leased           |              |              |              |              |
| Type Floor Measurement   | BOMA Useable |              |              |              |
| Parking                  |              |              |              |              |
| Improvements by Lessee   |              |              |              |              |
| Initial Alterations      |              |              |              |              |
| TOTAL OTHER:             |              | \$0.00       | \$0.00       | \$0.00       |
|                          |              |              |              |              |
| TOTAL NET ADJUSTMENT     |              | \$0.00       | \$0.00       | \$0.00       |
|                          |              |              |              |              |
| LEVELIZED RENT RATE      |              |              |              |              |
|                          |              |              |              |              |
| RATE ADJUSTED TO SUBJECT |              | \$0.00       | \$0.00       | \$0.00       |



|  |  |   |  |   |             |
|--|--|---|--|---|-------------|
| <b>APPRAISAL OF FAIR ANNUAL PARKING<br/>RATE PER SPACE PER YEAR</b>  |  | This form is used to estimate the fair annual rental rate for GSA controlled parking spaces. The rates are the basis for the parking fees charged to tenant agencies for their use of the parking spaces. |  | <b>BUILDING KEY</b>   |             |
| <b>1. NAME AND ADDRESS OF PROPERTY</b>   |  | <b>CONCLUSIONS</b>  |  | <b>SMSA</b>   |             |
|  |  | <b>2. APPAISAL AS<br/>OF:</b>   |  | <b>FROM BLOCKS 9(4) 10 (4)</b>  |             |
|  |  | <b>3. INSIDE RATE<br/>/YR</b>   | <b>4. OUTSIDE RATE<br/>\$ /YR</b>              | <b>VALUATION BY:</b><br><div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <b>MARKET<br/>COST</b> </div> |             |
| <b>5. DESCRIPTION OF CITY, GENRAL AREA, AND NEIGHBORHOOD</b>   |  |   |  |   |             |
| <b>6. DESCRIPTION OF SUBJECT PROPERTY</b>  |  |   |  |   |             |
| <b>7. DESCRIPTION OF SUBJECT PARKING SPACE</b>   |  |   |  |   |             |
| <b>8. PARKING METHOD (Check as appropriate)</b><br><br><div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <input style="width: 20px; height: 20px;" type="checkbox"/> <b>SELF-PARK</b><br/> <input style="width: 20px; height: 20px;" type="checkbox"/> <b>ATTENDANT</b> </div> <div style="text-align: center;"> <input style="width: 20px; height: 20px;" type="checkbox"/> <b>STACK</b><br/> <input style="width: 20px; height: 20px;" type="checkbox"/> <b>OTHER (Specify)</b> </div> </div>  |  |   |  |   |             |
| <b>COMPARATIVE RENTAL ANALYSIS.</b><br>The estimated rates are predicated on competitive parking rates listed on reverse of this form. Final rates are in dollars per parking space per annum, and are adjusted to include services and utilities for comparative location, quality, etc., as related to subject.  |  |   |  |   |             |
| <b>ASSUMPTIONS AND LIMITING CONDITIONS.</b><br>The appraiser assumes competent ownership, efficient management, and a marketable unencumbered title in the lessor. The appraiser believes, but does not guarantee, that all data upon which value conclusions are based are reliable. Parking spaces are assumed to be guaranteed, but not reserved, and are issued on a first-come, first-served basis. If new construction and/or alterations are to be made, it is assumed that the work will be completed in substantial conformance to the descriptions provided the Appraisal Branch. The Fair Annual Rental Rate is based on tenancy terms, vacancy rates and credit strengths typical for the subject type property unless specifically stated otherwise.  |  |   |  |   |             |
| <b>CERTIFICATION.</b><br>I certify that to the best of my knowledge and belief: -the statements of fact contained in this report are true and correct; -the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, unbiased professional analyses, opinions, and conclusion; - I have no personal or prospective interest in the property that is the subject of this report, and I have no personal interest or bias with respect to the parties involved; -my compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in, or the use of, this report; - my analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice; -I have made a personal inspection of the property that is the subject of this report; -no one provided significant assistance to me in the preparation of this report. |  |   |  |   |             |
| <b>SUBMITTED<br/>BY</b>  |  | <b>SIGNATURE OF APPRAISER</b>   |  |   | <b>DATE</b> |
| <b>REVIEWED<br/>and<br/>APPROVED<br/>BY</b>  |  | <b>SIGNATURE</b>  | <b>TITLE</b><br><br><b>GSA APPRAISAL STAFF</b> |   | <b>DATE</b> |



**9. INSIDE PARKING**

| NAME AND ADDRESS OF<br>COMPARABLE<br>(Three required if available;<br>use subject if applicable)<br><br>(a) | (+ ) OR (- ) ADJUST COMPARABLES TO SUBJECT |                     |                    |   |  |
|---|--|---------------------|--------------------|---|--|
|   | CURRENT<br>MONTHLY<br>RENT<br><br>(b)      | LOCATION<br><br>(c) | QUALITY<br><br>(d) | SERVICES,<br>UTILITIES,<br>ETC<br><br>(e) | SUBJECT<br>BY<br>COMPARISON<br><br>(f) |
| (1)   | \$0.00                                     | \$0.00              | \$0.00             | \$0.00                                    | \$0.00                                 |
| (2)   | \$0.00                                     | \$0.00              | \$0.00             | \$0.00                                    | \$0.00                                 |
| (3)   | \$0.00                                     | \$0.00              | \$0.00             | \$0.00                                    | \$0.00                                 |

(4) Estimated fair rental rate for **INSIDE** parking per space      \$      per month      \$      per year

**11. OUTSIDE PARKING**

|     |        |        |        |        |        |
|-----|--------|--------|--------|--------|--------|
| (1) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| (2) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| (3) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

(4) Estimated fair rental rate for **INSIDE** parking per space      \$      per month      \$      per year

**11. Discuss Comparables as related to subject and explain above adjustments.**

If no market comparables are available, estimate the annual rate per space based on return on and of the value of the parking improvement a fair return on the land value, and an allowance for out-of-pocket expenses born by the lessor. Allow 300 square feet for a parking space.

Project the parking rate to October 1, 2000.

| SERVICES AND<br>ADJUSTMENTS                   | APPRAISAL<br>ADDRESS-SUBJECT |              | COMPARABLE A<br>NAME AND ADDRESS |            | COMPARABLE B<br>NAME AND ADDRESS |            | COMPARABLE C<br>NAME AND ADDRESS |            |
|---|------------------------------|--------------|----------------------------------|------------|----------------------------------|------------|----------------------------------|------------|
| <b>INTERIOR DESCRIPTION</b>                   |                              |              |                                  |            |                                  |            |                                  |            |
| CEILINGS                                      |                              |              |                                  |            |                                  |            |                                  |            |
| WALLS   |                              |              |                                  |            |                                  |            |                                  |            |
| FLOOR COVERING                                |                              |              |                                  |            |                                  |            |                                  |            |
| LIGHT FIXTURES                                |                              |              |                                  |            |                                  |            |                                  |            |
| <b>SERVICES FURNISHED</b>                     | BY LESSOR?                   | COST/SQ. FT. | BY LESSOR?                       | ADJUSTMENT | BY LESSOR?                       | ADJUSTMENT | BY LESSOR?                       | ADJUSTMENT |
| JANITORIAL                                    | Yes                          |              |                                  |            |                                  |            |                                  |            |
| ELECTRIC & GAS EXPENSE                        | Yes                          |              |                                  |            |                                  |            |                                  |            |
| WATER, SEWER & TRASH                          | Yes                          |              |                                  |            |                                  |            |                                  |            |
| GENERAL & MECHANICAL<br>MAINTENANCE & REPAIRS | Yes                          |              |                                  |            |                                  |            |                                  |            |
| ELEVATOR MAINT & EXPENSE                      | Yes                          |              |                                  |            |                                  |            |                                  |            |
| RESERVES FOR REPLACEMENT                      | Yes                          |              |                                  |            |                                  |            |                                  |            |
| LANDSCAPING & SNOW REMOVAL                    | Yes                          |              |                                  |            |                                  |            |                                  |            |
| SECURITY                                      | No                           | -0-          |                                  |            |                                  |            |                                  |            |
| MISCELLANEOUS (OTHER)                         | Yes                          |              |                                  |            |                                  |            |                                  |            |
|   |                              |              |                                  |            |                                  |            |                                  |            |
| <b>TOTAL SERVICES</b>                         |                              |              |                                  |            |                                  |            |                                  |            |
| <b>OTHER ADJUSTMENTS</b>                      |                              |              |                                  |            |                                  |            |                                  |            |
| LEASE DATE – TIME ADJ.                        |                              |              |                                  |            |                                  |            |                                  |            |
| LEASE TERM                                    |                              |              |                                  |            |                                  |            |                                  |            |
| LOCATION (STREET)                             |                              |              |                                  |            |                                  |            |                                  |            |
| QUALITY OF SPACE                              |                              |              |                                  |            |                                  |            |                                  |            |
| AGE & CONDITION OF BUILDING                   |                              |              |                                  |            |                                  |            |                                  |            |
| AMOUNT OF SQ. FT. LEASED                      |                              |              |                                  |            |                                  |            |                                  |            |
| TYPE OF FLOOR MEASUREMENT                     | BOMA RENTABLE                |              |                                  |            |                                  |            |                                  |            |
| PARKING (none, limited, adequate)             |                              |              |                                  |            |                                  |            |                                  |            |
| IMPROVEMENTS PAID BY LESSEE                   |                              |              |                                  |            |                                  |            |                                  |            |
| MISCELLANEOUS (other items)                   |                              |              |                                  |            |                                  |            |                                  |            |
|   |                              |              |                                  |            |                                  |            |                                  |            |
|   |                              |              |                                  |            |                                  |            |                                  |            |
| <b>TOTAL OTHER</b>                            |                              |              |                                  |            |                                  |            |                                  |            |
| <b>TOTAL NET ADJUSTMENTS</b>                  |                              |              |                                  |            |                                  |            |                                  |            |
| <b>CURRENT RENT RATE</b>                      |                              |              |                                  |            |                                  |            |                                  |            |
| <b>RATE ADJUSTED TO SUBJECT</b>               |                              |              |                                  |            |                                  |            |                                  |            |

\*THIS SHEET SHOULD INDICATE THE CURRENT INDICATED RENT RATE. ON THE SUMMARY SHEET YOU MAY ESCALATE THE RATE AS APPROPRIATE TO THE FUTURE VALUATION DATE OF 10/1/2000.

\*YOU SHOULD ESTABLISH A "LEVELIZED" RENT WHENEVER APPLICABLE. LEVELIZING 86 SHOULD BE USED WHERE INDICATED IN THE MARKETPLACE.